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ABSTRACT

This resource manual is designed to assist educators to serve handicapped, disadvantaged, and limited-English-proficient students in secondary career-vocational education programs. It provides information in a concise format regarding materials, services, and equipment that are available at low or no cost to school personnel. Emphasis is on key elements such as transition from school to work, employability skills, infusion of academic core competencies, career awareness, and job-specific skills training. The first nine sections of the manual list materials on administration and accountability; assessment/career planning and counseling; community services and business; curriculum adaptations and instructional modifications; equal education; employability skills and job development; professional development news and networks; facility access; and child care for teenage parents. The format of the first nine sections includes title of resources, area of special needs, program areas, description, and availability from the Vocational and Occupational Information Center for Educators (VOICE) of the California Department of Education. The final section is an alphabetical index of resources by subject and title. (KC)

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# SPECIALLY YOURS

## Free and Inexpensive Resources for Assisting Handicapped, Disadvantaged and Limited-English-Proficient Students in Career Vocational Preparation

ED315630

Impact
PROGRAMS

VERS · VOICE

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# SPECIALLY YOURS

## Free and Inexpensive Resources for Assisting Handicapped, Disadvantaged and Limited-English Proficient Students in Career-Vocational Education

Impact
PROGRAMS

by
Vocational Education Resource System (VERS)
Sonoma State University
and
Vocational and Occupational Information Center for Educators
(VOICE)
California State Department of Education

This publication was developed utilizing Carl D. Perkins Vocational Education Funds, PL 98-524, administered by the Career-Vocational Education Division of the California State Department of Education. The activity which is the subject of this report was supported in whole or in part by the U.S. Department of Education and the California State Department of Education. However, the opinions expressed herein do not necessarily reflect the position nor the policy of the U.S. Department of Education or the California State Department of Education, and no official endorsement should be inferred. This publication was a cooperative venture between the California Institute on Human Services and the Special Needs Unit, Career-Vocational Education Division, Specialized Programs Branch, California State Department of Education. In 1989, the name of the Career-Vocational Preparation Division was changed to the Career-Vocational Education Division and this change, except on the title pages, is not reflected in this document.

Bill Honig, Superintendent of Public Instruction
California State Department of Education
Career-Vocational Education Division
721 Capitol Mall
Sacramento, CA 95814

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## TECHNICAL ASSISTANCE CONTACTS

For technical information and assistance, please contact:

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# Acknowledgments

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California State Department of Education

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Special Needs Unit
Career-Vocational Education Division
California State Department of Education

# Introduction

The educational needs of increasing numbers of handicapped, disadvantaged, and limited-English proficient students and a rapidly changing job market are combining to pose major challenges for California's public schools. It seems clear that public school services, including career-vocational education programs, must make fundamental program modifications if they are to perform in ways that are relevant to the needs of students with special needs. Specially Yours is designed to assist vocational educators who are striving to plan, deliver, and administer quality career-vocational education services for all students, including students with special learning needs.

## Students with Special Needs

The identification of students with special needs is a first step in providing relevant career and vocational education services to all students within regular vocational classrooms and programs. Students with special needs are those who cannot succeed in a regular vocational program without special educational assistance due to handicapping conditions, economic or academic disadvantages, or limited-English proficiency. For the purposes of this manual, handicapped individuals are defined as people who have been identified as eligible for special education programs and services. Students considered disadvantaged are those who are not handicapped but require special assistance to succeed in vocational education programs due to either (1) possessing reading or mathematical skills below grade performance levels or (2) being economically disadvantaged (i.e., having a family income that is at or below the poverty level or parent(s) who are recipients of public assistance). Limited-English proficient students are those characterized by a limited ability to read, write, speak or comprehend English well enough to benefit from instruction to the same extent as students whose primary language is English.

## Purpose of this Manual

This resource manual is designed to assist educators who want to better serve handicapped, disadvantaged, and limited-English proficient students in secondary education career-vocational education programs. It is jointly produced by Sonoma State University's Vocational Education Resource System (VERS) and the State Department of Education's Vocational and Occupational Information Center for Educators (VOICE). It provides relevant information in a concise format regarding materials, services, and equipment which are available at low or no cost to school personnel. The resources compiled herein include key elements around which career-vocational education educators are expected to plan. These elements include an emphasis on transition from school to work, employability skills, infusion of academic core competencies, career awareness and job specific skills training.

## Contents of this Manual

The selection of the entries in this manual was made with the goal of enhancing and strengthening the abilities of all students participating in vocational education programs and services. The topics of the information contained herein range from individualized educational programs and ancillary services for use by teachers, aides, and counselors to policy, planning, and funding considerations that will primarily be of interest to school administrators. Continuing emphasis is placed on curriculum modifications and other environmental adaptations that are designed to eliminate barriers that many students face when developing occupational skills.

Most of the resources in this manual are of a specialized nature. Some, however, were originally designed for use with general student populations, but appear to have particular benefit when used with students with special needs.

Almost all of the resources in this manual were produced within the past ten years. The majority were developed with state support and are available through VOICE on a free loan basis for up to three weeks. To request a desired item, call VOICE at (916) 445-0401 and identify the name and item number of the material.

Borrowing materials through VOICE enables educators to preview resources before purchasing or otherwise obtaining them from their primary source. In most cases, orders for loaned materials from VOICE are filled within two days. There are a few materials listed in this manual which are not available from VOICE. These resources may be requested directly from their primary source. While the cost of the resources in this manual varies, most are free and none cost more than $500.

Some resource materials and services that have been produced by short-term, state-funded projects are not included in this manual due to their limited availability. However, many state-supported technical assistance services are listed. These services include, but are not limited to, telephone advising, on-site visitations, financial assistance, health and education counseling. The names of individual consultants have not been included. VOICE maintains files of potential consultants who are experts on various topics.

## Organization of this Manual

Specially Yours is organized into ten separate sections as follows:

1. Administration and Accountability
2. Assessment/Career Planning and Counseling
3. Community Services and Business
4. Curriculum Adaptations and Instructional Modifications
5. Equal Education
6. Employability Skills and Job Development
7. Professional Development News and Networks
8. Facility Access
9. Child Care for Teenage Parents
10. Index

Each page within the first nine sections has the same format. The final section is an alphabetical index of resources in terms of their subjects and titles. The format for the first nine sections is as follows:

| | |
|---|---|
| Title of Resource: | Lists the name of the resource. An asterisk indicates that the resource is available on loan through VOICE. |
| Area of Special Needs: | Indicates the special needs population(s) of intended use. |
| Program Areas: | Generally delineates subject area(s), further definition of special need and intended use for vocational education programs or career counseling. The definitions of terms used for program areas appear before the first section. |
| Description: | A detailed description of the material, service, or equipment; the cost; author; year of publication; and contact information for obtaining the resource. |
| VOICE: | Indicates whether a review copy of the resource is available from the<br>Vocational and Occupational Information Center for Educators (VOICE)<br>California Department of Education<br>721 Capitol Mall<br>Sacramento, CA 95814<br>(916) 445-0401 |

## Program Areas

The program areas in this manual are as follows:

### Agricultural Education

Encompasses one or several of the following content areas: Animal Science; Plant Science; California Agriculture; Agricultural Mechanics; Agricultural Business Management; Horticulture; Crop and Soil Science; and Forestry and Natural Resources.

### Business Education

Provides knowledge and skill development in the following occupational areas: Computer Technology; General Office Clerk; Clerk-typist; Secretary/Stenographer; Entrepreneurship; Information Processing; Computerized Accounting; Word Processing; Marketing and Merchandising; and Advertising.

### Home Economics Education

Courses and programs of instruction which include: Child Development, Care, and Guidance; Clothing, Apparel and Textile Management, Production and Services; Food Production, Management and Services; Home Furnishings and Equipment Management, Production and Services; Institutional, Home Management and Support Services.

### Health Careers Education

Prepares students for occupations such as: Dental Receptionist; Dental Chairside Assistant; Dental Laboratory Assistant; Medical Administrative Assistant; Medical Clinical Assistant; Hospital/Community Health Support Services Assistant/Technician; Therapeutic Assistant/Technician; Sports Injury and Fitness Assistant; Emergency Medical Technician I and II; Paramedic; Medical Clerical Occupations; Nursing Occupations including Aides, Assistants, Technicians, and Vocational Nursing.

### Industrial and Technology Education

Occupations for which students are prepared and grouped according to the following clusters: Manufacturing Technology; Power and Energy Technology - Automotive; Visual Communications Technology - Drafting; and Visual Communications Technology - Graphics.

### Physically Impaired

Refers to people who experience ongoing sensory, neurochemical or orthopedic handicaps which impose barriers between an individual and his or her goals.

### Intellectually Impaired

Refers to people whose cognitive abilities are globally delayed (i.e., significantly less developed than those of their peers).

### Emotionally Impaired

Refers to people who episodically experience psychological disturbances which impose barriers between the individual and his or her goals.

### Learning Disabled

Refers to people with average or above average intellectual potential who have functional limitations in one or more of the basic perceptual and/or conceptual processes involving language, either spoken or written. These processes are manifested in inadequate ability to listen, speak, read, write, spell or perform computations.

### Career Guidance

Counsels students to heighten their self knowledge, personal and social development and awareness of the scope and requirements of various occupations, their own aptitudes and interests as related to these career paths, and the specific courses and fields of study available to them.

### Vocational Education

Organized programs of instruction that enable people to learn skills within an occupation or vocation. These programs include classroom or other direct teacher/student forms of instruction, work experience or on-the-job training, job placement and job follow-up.

### General

Three or more program areas apply.

## High Tech Centers

Five High Technology Centers have been established throughout California which utilize computer software for use with learning disabled and traumatic brain injured students. The centers, located in the following school districts and ROPs are a collaborative effort between the divisions of the California State Department of Education, Career-Vocational Education Division and Special Education Division, and the California State Department of Rehabilitation.

Berkeley Unified School District
2134 Martin Luther King Jr. Way
Berkeley, CA 94704
(415)644-6147

Inyo County Office of Education
135 South Jackson Street
Independence, CA 93526
(619)878-2426

Torrance Unified School District
2335 Plaza del Amo
Torrance, CA 90509
(213)533-4200

Kings County Regional Occupational Program
Mary Brock Hall
Government Center Complex
Hanford, CA 93230
(209)582-2823

North Orange County
Regional Occupational Program
2360 West La Palma Avenue
Anaheim, CA 92801
(714)776-2170

## Order Information

Limited copies of Specially Yours may be obtained free of charge on a first come basis from the Vocational Education Resource System (VERS), California Institute on Human Services, Sonoma State University, 1801 E. Cotati Avenue, Rohnert Park, CA 94928, (707) 664-2416. Loan copies may be obtained from the Vocational and Occupational Information Center for Educators (VOICE), California Department of Education, 721 Capitol Mall, Sacramento, CA 95814, (916) 445-0401.

## VERS: The Vocational Education Resource System

VERS is available at no charge to secondary schools, ROC/Ps, and State funded projects and programs to assist career vocational educators to improve the quality and accessibility of services offered to students identified as handicapped, disadvantaged, and limited-English proficient.

VERS is funded by the California State Department of Education, Career-Vocational Education Division, Special Needs Unit, utilizing PL 98-524 funds. VERS is a comprehensive technical assistance model which helps educational administrators, career vocational educator, counselors, and specialist staff to better prepare California students for full social participation. VERS services are intended to result in:

1. Improvements in the extent to which students with special needs have equal access to comprehensive, balanced and appropriate instruction relevant to their mastery of the core curriculum.

2. Improvements in the quality and availability of special services focused on providing students with special needs the skills they need to be successful learners in the regular curriculum.

3. Improvements in the rigor and challenge of the lessons and assignments received by students with special needs commensurate with their diagnosed ability level.

4. Improvements in the support of administrators, instructors, and specialist staff towards the academic and career success of students with special needs.

A VERS Resource Facilitator (i.e., a specially trained credentialed vocational educator from a school district, ROC/P, or other regional or State program) meets with educators for a one-day planning team meeting to prepare the self-improvement plan. The written plan, identifies five to seven priority areas in the following domains:

- Planning and Evaluation
- Recruitment, Identification, and Placement
- Instruction
- Support Services
- Professional Development

VERS school improvement planning is a voluntary activity which incorporates input from administrators, instructors, coordinators and counselors. VERS thus provides assistance to schools which want to improve and expand career vocational education for special needs students. VERS provides short-term intensive help as well as long-term technical assistance and serves as a catalyst for self-managed change. VERS Resource Facilitators provide self-improvement planning teams with increased awareness of a wide range of possible program improvements. Moreover, VERS helps schools and ROC/P's to match their self-identified needs with existing resources (exemplary and model programs, materials and equipment). Finally, VERS utilizes career vocational education consultants and the resources of other State supported projects to assist school-based planning teams to arrange for on-site technical assistance necessary to implement the identified goals in their written plans.

VERS also publishes Working Together, a quarterly newsletter focused on special needs students which is sent to vocational educators, administrators, and counselors throughout the State. Working Together includes articles which encompass a cross-section of vocational curriculum, instruction, assessment, resource and reference information.

Contact: VERS
California Institute on Human Services
Sonoma State University
Rohnert Park, CA 94928
(707) 664-2416

14

## VOICE: The Vocational and Occupational Information Center for Educators

VOICE provides free and inexpensive information on materials, resources, and services to assist administrators and instructors to improve and expand career vocational education programs.

Activities and services administered by VOICE include:

- Reviewing and acquiring new materials and resources;
- Processing requests for assistance;
- Abstracting materials and information for inclusion in the VOICE computerized database;
- Identifying resource programs and consultants;
- Providing specialized services, resource materials and abstracts to career vocational educators serving special needs students;
- Providing instructional methodology guides and documents for curriculum development and modification of career vocational programs for regular and special needs students;
- Networking with State and national information and resource dissemination systems including the National Network for Curriculum Coordination in Vocational and Technical Education (NNCCVTE);
- Jointly sponsoring regional workshops with the Vocational Education Resource System (VERS) for career vocational educators serving special needs students; and
- Jointly publishing Specially Yours with the Vocational Education Resource System (VERS).

VOICE is funded by the California State Department of Education, Career-Vocational Education Division.

Contact: VOICE
560 J Street
Sacramento, CA 95814
(916) 445-0401

# ADMINISTRATION AND ACCOUNTABILITY

TITLE OF RESOURCE:
ANALYSIS OF FOLLOW-UP SYSTEMS
FOR SPECIAL EDUCATION STUDENTS

AREAS OF SPECIAL NEEDS:
☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

Four institutions coordinated activities to develop this handbook of procedures and questionnaires to assist schools to conduct comparative follow-up studies of special education and non-special education students. Don Cardinal of North Orange County Regional Occupation Program and Educational Research Associates reviewed literature and developed measures of transition success for both student populations. Riverside County Office of Education used the previously noted studies to develop a follow-up survey questionnaire. Pacific Management and Research Associates developed a handbook of data collection procedures and integrated contributions from the other three cooperating institutions.

AUTHOR(S): Fred Best and Louise Burton

CONTACT:
Resources in Special Education (RiSE)
650 University Avenue, Room 201
Sacramento, CA 95825
(916) 921-0521

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO:

TITLE OF RESOURCE:
ANALYSIS OF ROLE-SHIFTING PATTERNS IN TRANSITION*

AREAS OF SPECIAL NEEDS:
☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ______
☐ EQUIPMENT COST $ ______

This report presents special education administrators with strategies for implementing personnel role shifts to improve transition programs. It provides examples of role shifts in current practice.

AUTHOR(S): Joseph J. Pasanella and Thomas I. Justice, 1988

CONTACT: Program, Curriculum and Training Unit
California State Department of Education
Sacramento CA

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PLEASE REFER TO ITEM NO: 09456

| | |
|---|---|
| TITLE OF RESOURCE:<br>BARRIERS AND BRIDGES: AN OVERVIEW OF VOCATIONAL SERVICES AVAILABLE FOR HANDICAPPED CALIFORNIANS* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $

☐ EQUIPMENT COST $

This Report analyzes the problems faced by handicapped Californians in pursuing careers by the following:

Listing state and federal laws and agencies that exist to aid the handicapped;

Discussing legal and attitudinal barriers between the handicapped and careers;

Suggesting national trends in the areas of education, habilitation-rehabilitation, and vocational/career development; and

Recommending changes to:
elected officials,
governmental agencies,
handicapped persons and their families.

AUTHOR:

Linda Phillips, 1978

CONTACT:

California Advisory Council on Vocational Education
1900 S Street
Sacramento, CA 95814
916/445-0698

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AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 00365

TITLE OF RESOURCE:

BILINGUAL EDUCATION SERVICES GUIDE,
DEVELOPING SCHOOL SITE PROGRAMS:
SPECIFICATIONS FOR LIMITED AND
NON-ENGLISH SPEAKING STUDENTS*

AREAS OF SPECIAL NEEDS:

☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: VOCATIONAL EDUCATION

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This guide helps to make bilingual program requirements operational at the school level. It explains the provisions of the Bilingual-Bicultural Education Act, and describes other mandates. It also discusses instructional and support requirements in:

Language development
Reading
Mathematics
Multi-cultural education

Provides a list of other publications available from the Department of Education.

PUBLISHED BY: Office of Bilingual Education, 1980

CONTACT:
Office of Bilingual Education
California Department of Education
721 Capitol Mall
Sacramento, CA 95814
916/445-2872

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 01104

**TITLE OF RESOURCE:**

BILINGUAL PROGRAM, POLICY
AND ASSESSMENT ISSUES*

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
☐ Disadvantaged
☒ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This report examines current and alternative strategies for providing bilingual services to student populations, and recommends expansion of bilingual-bicultural education.

Discusses the following:

Bilingual education for LES/NES students
Definition and measurement of bilingual students
Bilingual education and the English-speaking majority
Recommendations

PUBLISHED BY:

Office of Bilingual Bicultural Education, 1980

CONTACT:

California State Department of Education
Office of Bilingual Bicultural Education
721 Capitol Mall
Sacramento, CA 95814
916/445-2872

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**PLEASE REFER TO ITEM NO:** 01117

**TITLE OF RESOURCE:**
CALIFORNIA CULTURAL AWARENESS RESOURCE GUIDE*

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This manual presents adult educators and employers with strategies and materials for conducting cross-cultural communication training workshops. It contains simulations, role-plays, values clarification exercises, and exercises for resolving cultural conflicts. It lists print resources, media resources, and consultants.

AUTHOR(S): James Baxter, et.al., 1984

CONTACT: VOICE
560 J St.
Sacramento CA 95814

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AVAILABLE THROUGH VOICE 916-445-0401

**PLEASE REFER TO ITEM NO:** 09343

TITLE OF RESOURCE:

CALIFORNIA SPECIAL EDUCATION
PROGRAMS-A COMPOSITE OF LAWS*

AREAS OF SPECIAL NEEDS:

■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This booklet is a reprint of Part 30 of the Education Code, the portion relating to special education, indexed for easy reference.

A summary of the 1983 legislation which amended, added or repealed special education code sections under Part 30 is included.

Selected provisions of law relating to special education but not written under Part 30 are reprinted. A list of special education code sections and the legislative bills which mandated them is provided.

PUBLISHED BY:

Division of Special Education, 1984

CONTACT:

California Department of Education
Division of Special Education
721 Capitol Mall
Sacramento , CA 95814
916/445-4036

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 07595

**TITLE OF RESOURCE:**
CHILDREN AT RISK: A RESOURCE AND PLANNING GUIDE *

**AREAS OF SPECIAL NEEDS:**
- ☐ Handicapped
- ☒ Disadvantaged
- ☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

☒ **MATERIAL(S)** no cost
**COST $** ______

☐ **SERVICE(S)**
**COST $** ______

☐ **EQUIPMENT**
**COST $** ______

This resource and planning guide is part of the Wisconsin's Children at Risk program. It is designed to aid schools, family, community, business, and industry groups in their programming for dropout prevention. It focuses on planning, developing, and managing service networks to meet the health, social, and educational needs of children at risk. It includes program models and illustrations of steps to successful program design.

AUTHOR(S): Dennis Van de Heuvel, 1986

CONTACT: Wisconsin Department of Public Instruction
Madison, WI

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**AVAILABLE THROUGH VOICE** 916-445-0401

**PLEASE REFER TO ITEM NO:** 08940

| | |
|---|---|
| TITLE OF RESOURCE:<br>CITEC (CALIFORNIA INDUSTRIAL TECHNICAL EDUCATION CONSORTIUM) | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>■ Disadvantaged<br>■ Limited-English-Proficient |

PROGRAM AREAS: INDUSTRIAL TECHNOLOGY EDUCATION

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

MODULES: Basic Skills in Industrial Education

SERVICES

- Needs Assessment
- Teacher In-service
- Technical Assistance on Program Development
- Coordination, Promotion and Evaluation

The CITEC program was created to serve and bring together all levels of users and providers of industrial education, encompassing over 98 different subject matter and occupational training areas which are identified under subprogram areas of industrial arts education, and trade and industrial education, including apprenticeship education. CITEC serves students from kindergarten through adult in a variety of institutional, agency, and industry settings.

CONTACT:
CITEC
California Department of Education
721 Capitol Mall
Sacramento, CA 95814
916/445-6726

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO:

| | |
|---|---|
| TITLE OF RESOURCE:<br>COMMUNICATION, CULTURE AND EMPLOYABILITY IN CALIFORNIA* | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>☐ Disadvantaged<br>■ Limited-English-Proficient |

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

A two-part policy study identifies the vocational services/occupational training needs of limited-English-proficient persons. Part I, a demographic summary, identifies the size, make-up, growth, and location of limited-English-proficient populations in California. Part II provides an overview of current programs, a review of important issues, an identification of unmet programming needs, and suggestions for improving programming efforts.

AUTHOR: Dale J. Rezabeck, 1986

SOURCE: Consortium for Employment Education

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 01906

|  |  |
|---|---|
| TITLE OF RESOURCE:<br>COMMUNICATION, CULTURE AND<br>EMPLOYMENT IN CALIFORNIA:<br>PART I - DEMOGRAPHIC SUMMARY* | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>☐ Disadvantaged<br>■ Limited-English-Proficient |

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This report analyzes information on limited-English-proficient population size, make-up, location, and growth as well information as on state and local programming mandates and resource.

Information is designed for use by field planners and practitioners with the idea that data will identify programming needs and justify proposals for new and continued efforts.

A bibliography is included.

AUTHOR: Dale J. Pezabek, 1985

CONTACT: Consortium on Employment Communication
Center for Career Studies, I-E2-117
California State University
Long Beach, CA 90840 213/498-4111

*LOAN COPY 8-485-0401
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PLEASE REFER TO ITEM NO: 08714

**TITLE OF RESOURCE:**
DEVELOPMENT, IMPLEMENTATION AND EVALUATION OF A VOCATIONAL ENGLISH-AS-A-SECOND LANGUAGE PROGRAM FOR LIMITED-ENGLISH-PROFICIENT ADULTS

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This is a study of an immigrant/refugee population whose limited-English-proficiency barred them from benefiting from vocational training programs.

AUTHOR(S): Cynthia Coad (1982)

CONTACT:
Cypress College
North Orange County Community College District
9200 Valley View, AE-9
Cypress, CA 90630
(714) 761-4133

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO:

TITLE OF RESOURCE:
DOCUMENTATION GUIDE FOR HANDICAPPED, DISADVANTAGED, AND LIMITED-ENGLISH-PROFICIENT STUDENTS IN VOCATIONAL EDUCATION PROGRAMS AND SERVICES*

AREAS OF SPECIAL NEEDS:
■ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This guide provides information on how program/services for handicapped and disadvantaged students enrolled in vocational education programs must be documented. It includes questions used in documentation, examples of forms, and federal mandates. It also includes a section on the cost of documentation.

AUTHOR(S): California State Department of Education, 1986

CONTACT: California State Department of Education
Sacramento CA

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PLEASE REFER TO ITEM NO: 03619

**TITLE OF RESOURCE:**
DROPOUTS IN AMERICA: ENOUGH IS KNOWN FOR ACTION*

**AREAS OF SPECIAL NEEDS:**

- ☐ Handicapped
- ■ Disadvantaged
- ☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ **MATERIAL(S)** **COST $** no cost
☐ **SERVICE(S)** **COST $** ____________
☐ **EQUIPMENT** **COST $** ____________

This report for policymakers and grantsmakers focuses on research data and frontline interviews. It identifies major risk factors associated with dropouts, and discusses current policy trends and "second change" programs.

AUTHOR(S): Andrew Hahn, et.al., 1987

CONTACT: Institute for Educational Leadership
Washington DC

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916-445-0401

**PLEASE REFER TO ITEM NO:** 09157

TITLE OF RESOURCE:
DROPPING OUT, LOSING OUT:
THE HIGH COST FOR CALIFORNIA*

AREAS OF SPECIAL NEEDS:
☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

Using the statewide graduating class of 1983 as a basis, this report describes California's dropout problem, its consequences for the individual and state, and identifies the contributing factors. It recommends a three-part plan to overcome the problem: enforce the laws to keep youth in school under age 18, correct the factors in secondary schools which contribute to academic failure, and strengthen the safety net of dropout prevention and recovery programs.

AUTHOR: Assembly Office of Research, 1985

SOURCE: Joint Publications Office
State Capitol
Sacramento, CA

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AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 02089

**TITLE OF RESOURCE:**

EDUCATORS AND PARENTS WORKING TOGETHER TO DEVELOP SPECIAL EDUCATION PARENT SUPPORT GROUPS*

**AREAS OF SPECIAL NEEDS:**

☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

Publication discusses benefits of school/agency parent support groups emerging as a proactive response by parents and school personnel to provide quality services for special education students. Includes three case studies of innovative programs/projects involving joint efforts of educators and parents of special needs children.

AUTHOR(S): Mary Ann Duganne, et.al., 1986

CONTACT:
Special Education Resource Network
California State Department of Education
Sacramento CA 95814

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AVAILABLE THROUGH VOICE 916-445-0401

**PLEASE REFER TO ITEM NO:** 00443

|  |  |
|---|---|
| **TITLE OF RESOURCE:**<br>THE EMPOWERMENT OF ALL STUDENTS: A FRAMEWORK FOR THE PREVENTION OF SCHOOL DROPOUTS* | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

| ■ MATERIAL(S) | ☐ SERVICE(S) | ☐ EQUIPMENT |
|---|---|---|
| COST $ no cost | COST $ | COST $ |

This publication is the result of a ten year research project addressing student under achievement and the inequity of educational services for language minority students. It focuses on theoretical and applied concepts and variables contributing to dropout prevention. Suggests early intervention strategies.

AUTHOR(S): Alberto M. Ochoa, et.al., 1987

CONTACT:
VOICE
560 J St.
Sacramento CA 95814

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

**PLEASE REFER TO ITEM NO:** 09322

**TITLE OF RESOURCE:**
EVALUATION GUIDE FOR BILINGUAL
VOCATIONAL TRAINING*

**AREAS OF SPECIAL NEEDS:**
- ☐ Handicapped
- ☐ Disadvantaged
- ☒ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

☒ **MATERIAL(S)** COST $ no cost
☐ **SERVICE(S)** COST $ ______
☐ **EQUIPMENT** COST $ ______

This guidebook was prepared to help project directors at local, state and federal levels assess the implementation and proceedings of bilingual vocational training (BVT) programs. It contains evaluation frameworks, sample surveys, report forms, and references.

AUTHOR(S): Howard L. Fleischman, et al., 1987

CONTACT: VOICE
560 J Street
Sacramento, CA 95814

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**AVAILABLE THROUGH VOICE**
**8-485-0401**
**916-445-0401**

**PLEASE REFER TO ITEM NO:** 09596

|  |  |
|---|---|
| **TITLE OF RESOURCE:**<br>THE FORGOTTEN HALF: NON-COLLEGE YOUTH IN AMERICA* | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

**PROGRAM AREAS:** GENERAL

## DESCRIPTION

■ MATERIAL(S) COST $ no cost ☐ SERVICE(S) COST $ ☐ EQUIPMENT COST $

This report contains analysis of ways to improve the school-to-work transition. It details a variety of devices to tap community resources and obtain additional public funding for proven programs for children and youth. Included is a lengthy bibliography.

AUTHOR(S): The Williams T. Grant Foundation Commission, 1988

CONTACT: VOICE
560 J Street
Sacramento, CA 95814

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 09520

TITLE OF RESOURCE:

GOVERNOR'S INVITATIONAL FORUM
ON SERVICES TO CALIFORNIANS
WITH SEVERE DISABILITIES*

AREAS OF SPECIAL NEEDS:

■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This report contains recommendations discussed at a forum where Dr. Sven-Olof Brattgard, an international scholar and advocate, spoke on behalf of Sweden's most severely disabled citizens.

The forum offered an opportunity for key leaders with interest responsibilities, and authority in the human service field to focus on the advances and process of Swedish experience.

Committees were charged with formulating positive, reality-based recommendations for action to advance services in seven distinct areas:

Health and Physical Well-Being
Housing
Education
Social Services
Mobility
Employment
Advocacy

PUBLISHED BY: California Department of Rehabilitation, 1977

CONTACT: California Department of Rehabilitation
830 K Street Mall
Sacramento, CA 95814
916/445-8638

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 00477

**TITLE OF RESOURCE:**

GUIDELINES FOR SETTING UP A
MODEL VISITATION SITE FOR
DEMONSTRATION OF COLLABORATIVE
TRANSITION

**AREAS OF SPECIAL NEEDS:**

■ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

A model visitation site is a network of exemplary programs (schools, agencies, employers, etc.) located within a school district's boundaries who agree to showcase the programs in the local visitation network and to maintain their standards of excellence. These guidelines outline how to set up the network; identify and evaluate exemplary programs; coordinate the visitation process; and conduct follow-up assessments of the visitor's plans and actions for implementing changes or improvements in their service areas. The guidelines are organized in a step-by-step format with supporting attachments. The product also includes a videotape (10 minutes) which provides an overview of one community's collaborative effort in the area of transition.

AUTHOR(S): Devi Jameson

CONTACT: Resources in Special Education (RiSE)
650 University Avenue, Room 201
Sacramento, CA 95825
(916) 921-0521

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO:

**TITLE OF RESOURCE:** HANDBOOK FOR CONDUCTING STUDENT FOLLOW-UP STUDIES: MATERIALS AND PROCEDURES FOR COLLECTING DATA ON THE ACTIVITIES AND VIEWS OF FORMER STUDENTS OVER A TWO YEAR POST-TRAINING PERIOD *

**AREAS OF SPECIAL NEEDS:**

☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

☒ **MATERIAL(S)** COST $ no cost
☐ **SERVICE(S)** COST $ ____________
☐ **EQUIPMENT** COST $ ____________

This handbook provides survey questionnaires and procedures for conducting follow-up studies to assess the transition success of students into adult life. It contains procedures, surveys, and evaluation criteria.

AUTHOR(S): Rita Marinoble, et. al., 1987

CONTACT:
Program, Curriculum, and Training Unit
California State Department of Education
Sacramento CA

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**PLEASE REFER TO ITEM NO:** 09782

TITLE OF RESOURCE:
HANDBOOK OF VOCATIONAL SPECIAL NEEDS EDUCATION

AREAS OF SPECIAL NEEDS:
■ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ $38.00
☐ SERVICE(S) COST $ ________
☐ EQUIPMENT COST $ ________

This book is intended to serve as an information base from which teachers, administrators and other involved individuals can make informed decisions concerning programming for special needs students. The book is divided into three parts.

Part I deals with the foundation of vocational special needs programs and includes profiles of the students today, gives a historical perspective, and provides an introduction to vocational special needs programming; describes the federal legislation that impacts upon special needs students' programs and educational personnel; and describes the students being served.

Part II serves as a base for program development and implementation and includes the design of vocational programs for special needs individuals, curriculum modification techniques, work experience and cooperative placement programs, support services and vocational assessment.

Part III contains information about career education, transition, postsecondary opportunities, and administration of special needs programs. Chapters in this section outline the components of a career education program, identify transferrable skills, examine the transition process from school to work and community living, look at postsecondary opportunities, identify the role of parents and advocates in supporting vocational training, and discuss the administrator's role in establishing and conducting special needs programs.

AUTHOR(S) Gary D. Meers, 1987

CONTACT: Aspen Publishers, Inc.
1600 Research Boulevard
Rockville, Maryland 20850

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AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO:

|  |  |
|---|---|
| TITLE OF RESOURCE:<br>HISPANIC SCHOOL DROPOUTS AND HISPANIC STUDENT PERFORMANCE ON THE MEAP TESTS* | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>☒ Disadvantaged<br>☒ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

# DESCRIPTION

| ☒ MATERIAL(S) | ☐ SERVICE(S) | ☐ EQUIPMENT |
|---|---|---|
| COST $ no cost | COST $ | COST $ |

This document presents the procedures, findings, and recommendations of a study on Hispanic school dropouts in Michigan. The goals of the study were to investigate the causes of the high dropout rate among Hispanic youth; to ascertain whether different from other racial/ethnic groups in MEAP (Michigan Educational Assessment Program) tests and; to recommend strategies aimed at preventing Hispanic school dropouts.

AUTHOR(S): Michigan State Board of Education, 1983

CONTACT: Michigan State Board of Education
Lansing, MI

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 08840

| | |
|---|---|
| TITLE OF RESOURCE:<br>HISPANICS AND HIGHER EDUCATION:<br>A CSU IMPERATIVE* | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>☐ Disadvantaged<br>■ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $ ____________

☐ EQUIPMENT COST $ ____________

Report on the Hispanic's relationship to higher education is an overview of historical patterns of the education of Mexican Americans and the present state of affairs. Information is included as to the responsibilities of the CSU system and the Mexican student in gaining a higher education degree. Recommendations as to improving the system are detailed.

AUTHORS: Tomas A. Arciniega and Ann I. Morey, 1985

SOURCE: Office of the Chancellor,
The California State University
Long Beach, CA

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AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 01017

**TITLE OF RESOURCE:**

HOLD ATTENDANCE BOOKLET *

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $ ____________

☐ EQUIPMENT COST $ ____________

Manual explains the attendance program which is a part of Project HOLD (Helping Overcome Learner Dropouts), a secondary school retention project. The attendance program combines the efforts of the guidance counselor, peers, teachers, and parents in improving the attendance record of chronic absentees.

AUTHOR(S): Joan Stoker, 1986

CONTACT:
VOICE
560 J St.
Sacramento CA 95814

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PLEASE REFER TO ITEM NO: 01137

**TITLE OF RESOURCE:**
HORIZON

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ $7.10 | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

A study of the increasing numbers of limited-English-proficient persons and their need for vocational education and employment training-related services.

The following information is provided:

> Descriptions of problems and solutions to help policy-makers set priorities or develop rationales for expenditure of funds.
>
> Working definitions of frequently used terminology.
>
> Growth patterns of the LEP population, plus a status report on their needs, characteristics, and unsolved problems.
>
> A four-point framework for solving problems.
>
> Forty-two sources of funding.
>
> A complete analysis of 14 current LEP programs in California.

AUTHOR: Dale R. Rezabek, 1981

CONTACT:
California State Department of General Services
Office of Procurement
Publications Section
P. O. Box 1015
North Highlands, CA 95660
916/322-4062

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PLEASE REFER TO ITEM NO:

TITLE OF RESOURCE:

MAINSTREAMING THE HANDICAPPED IN VOCATIONAL EDUCATION: DEVELOPING A GENERAL UNDERSTANDING*

AREAS OF SPECIAL NEEDS:

☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

(Part of a Series)

An inservice training booklet for secondary level vocational educators developing goals, components, and approaches for instructing handicapped students in regular classrooms. This booklet discusses the rights, conditions, and capabilities of the handicapped, and summarizes existing mainstreaming efforts.

Includes a resource listing and annotated bibliography.

Topics include:

- Legislation
- Identifying appropriate training experiences
- Shaping the training environment
- Evaluation of instructional outcomes

AUTHORS: Robert Weisgerber and Ted Hawthorne, 1977

CONTACT:
Behavioral Science & Technology Group
American Institute for Research
P. O. Box 1113, Palo Alto, CA 94320
415/493-3550

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916-445-0401

PLEASE REFER TO ITEM NO: 00415

TITLE OF RESOURCE:
MODEL ASSESSMENT PROJECT-MISSION TRAILS REGIONAL OCCUPATIONAL PROGRAM

AREAS OF SPECIAL NEEDS:
☐ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S) | ☐ SERVICE(S) | ☐ EQUIPMENT |
| COST $ no cost | COST $ | COST $ |

A field test and demonstration site for the agency-based Vocational Assessment Model, with emphasis on services to disadvantaged and/or high risk students. The subject areas to be field-tested by the project are:

1. Vocational assessment methods and procedures
2. Delineation of personnel roles pertaining to vocational assessment and career planning
3. Clarification and development of administrative strategies for coordinated funding, planning, and delivery of vocational assessment services
4. Demonstration site consultations to outside school and job training agency planning teams
5. Institute training workshops

AUTHOR: Pat Keating

CONTACT: Mission Trails Regional Occupational Program
867 East Laurel Drive
Salinas, CA 93901
408/422-9678

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PLEASE REFER TO ITEM NO:

**TITLE OF RESOURCE:**
MODEL CAREER-VOCATIONAL PREPARATION CURRICULUM STANDARDS AND PROGRAM FRAMEWORKS

**AREAS OF SPECIAL NEEDS:**
- ■ Handicapped
- ■ Disadvantaged
- ■ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

☐ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

Developed by the California Department of Education in 1986, the Curriculum Standards and  rogram Frameworks became the basis for review and cross-referencing to the Model Academic Standards. Such Standards and Frameworks exist for all courses in Agriculture, Business Education, Health Careers, Home Economics, and Industrial and Technology Education.

Each Program Framework is designed to integrate skills of thinking, learning, listening, speaking, writing, reading and calculating.

The Curriculum Standards and Program Frameworks are fashioned to meet the dual requirements of preparing students for university admission and entry level employment.

For each course, there is a listing of competencies and performance indicatiors.

DATE OF PUBLICATION: 1987

CONTACT: California Department of Education
Career-Vocational Preparation Division
721 Capitol Mall
Sacramento, CA 95814
916/445-3314

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

**PLEASE REFER TO ITEM NO:**

| | |
|---|---|
| TITLE OF RESOURCE:<br>A MODEL TO FACILITATE THE UTILIZATION OF EXEMPLARY VOCATIONAL EDUCATION PROGRAMS AND MATERIALS FOR SPECIAL NEEDS POPULATIONS* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>■ Disadvantaged<br>■ Limited-English-Proficient |

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

■ MATERIAL(S) no cost COST $ ______ ☐ SERVICE(S) COST $ ______ ☐ EQUIPMENT COST $ ______

This manual presents descriptions of a model to facilitate the utilization of exemplary vocational education programs for special needs populations, such as:

Disadvantaged
Limited-English-proficient
Handicapped
Displaced homemakers
Students in nontraditional occupations

This model provides for identifying existing exemplary programs and for assisting in their implementation, through packaging, dissemination and technical assistance.

AUTHOR: Calvin E. Wright, et al., 1984

CONTACT: Chancellor's Office
California Community Colleges
1107 Ninth Street, Sacramento, CA 95814
916/445-8752

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 07971

**TITLE OF RESOURCE:**
NEW DIRECTIONS IN LANGUAGE TESTING*

**AREAS OF SPECIAL NEEDS:**
- ☐ Handicapped
- ☐ Disadvantaged
- ■ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

Drawing on papers from the International Symposium on Language Testing, this volume summarizes what has occurred in language testing over the past few years, and provides a framework within which teachers may deal with the multiple variations they will encounter. It offers guidelines for developing new ways of designing and validating tests.

AUTHOR(S): Y.P. Yee, et.al., 1985

CONTACT: VOICE
560 J St.
Sacramento CA 95814

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AVAILABLE THROUGH VOICE 916-445-0401

**PLEASE REFER TO ITEM NO:** 09340

**TITLE OF RESOURCE:**
NEW YORK STATE'S ADOLESCENT VOCATIONAL EXPLORATION PROGRAM*

**AREAS OF SPECIAL NEEDS:**
- ☐ Handicapped
- ■ Disadvantaged
- ☐ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This publication provides a brief background and occupational view of New York State's Adolescent Vocational Exploration (AVE) Program, an exploration and complimentary educational program for "at-risk" youth. Included are the initial steps in planning and implementing a similar program.

AUTHOR(S): Carol June Washington

CONTACT: VOICE
560 J St.
Sacramento CA 95814

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916-445-0401

PLEASE REFER TO ITEM NO: 09368

TITLE OF RESOURCE:

OPENING DOORS*

AREAS OF SPECIAL NEEDS:

☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: GENERAL

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This Handbook was developed to help school personnel assess and meet the vocational needs of limited-English-proficient students. It contains a chapter describing the various state recommended tests for the assessment of language proficiency, with prices and ordering information, plus a list of resource persons throughout the state who are knowledgeable in this area. It critiques tests designed to identify the academic achievement, career interests, and aptitudes of LEP students and discusses the characteristics of the LEP population which relate to enrollment in vocational education classes.

AUTHOR(S): Wakefield, J., Ferguson, C., and Limon, G., 1980

CONTACT: Ceres Unified School District
2503 Lawrence Street
Ceres, CA 95307
209/538-0141

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: P-50-09-503

**TITLE OF RESOURCE:**
ORGANIZATIONAL BARRIERS TO TRANSITION: SUMMARY *

**AREAS OF SPECIAL NEEDS:**
☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This paper examines organizational barriers and disincentives within various agencies providing services to individuals with disabilities and how these barriers affect the ability of disabled youth to make a transition from school to employment. It contains a bibliography of resource materials.

AUTHOR(S): John Haynes and Tom Justice, 1988

CONTACT: California State Department of Education
Education Transition Center
Sacramento CA

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 09873

| | |
|---|---|
| TITLE OF RESOURCE:<br>OVERCOMING OBSTACLES TO FULL PARTICIPATION OF TRAINEES IN BILINGUAL VOCATIONAL TRAINING PROGRAMS * | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>☐ Disadvantaged<br>■ Limited-English-Proficient |

PROGRAM AREAS: CAREER GUIDANCE

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This report identifies cultural, financial and instructional obstacles which prevent limited-English speaking persons from participating fully in bilingual vocational programs. It documents procedures used for overcoming obstacles related to trainee attendance and methods of instruction.

AUTHOR(S): Dale W. Berry and Mona A. Feldman, 1985

CONTACT: VOICE
560 J St.
Sacramento CA 95814

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 08213

**TITLE OF RESOURCE:**
OVERCOMING THE ODDS: MAKING HIGH SCHOOL WORK*

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This survey examines the problems of low-performing high schools serving poor and minority students. It describes differences between effective and low-performing schools in defining school goals, assessing student progress, designing curriculum, and changing school organization to solve problems. It also discusses Assembly Bill 3754.

AUTHOR(S): Catherine Minicucci, 1984

CONTACT: Assembly Publications Office
Sacramento CA

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

**PLEASE REFER TO ITEM NO:** 08879

**TITLE OF RESOURCE:**
P.S. PROFILES OF SUCCESS: TEN CREATIVE APPROACHES

**AREAS OF SPECIAL NEEDS:**
☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

☒ MATERIAL(S) COST $ 15.00
☐ SERVICE(S) COST $ ______
☐ EQUIPMENT COST $ ______

This publication describes the 10 project/programs that were ranked 13-22 in the competition described previously on page 39. In preparing these descriptions, the Vocational Studies Staff did not conduct site visits. Each description follows the format used to prepare the descriptions of the top 12 exemplary approaches.

CONTACT: Vocational Studies Center
University of WI-Madison
964 Educational Sciences Bldg.
1025 West Johnson Street
Madison, WI 53706
(608) 263-4357

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO:

**TITLE OF RESOURCE:**

P.S. PROFILES OF SUCCESS - TWELVE EXEMPLARY APPROACHES TO SERVING SECONDARY SPECIAL EDUCATION STUDENTS THROUGH THE CARL D. PERKINS VOCATIONAL EDUCATION ACT

**AREAS OF SPECIAL NEEDS:**

☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

☒ MATERIAL(S) COST $ $35.00
☐ SERVICE(S) COST $ ____
☐ EQUIPMENT COST $ ____

This resource describes 12 exemplary projects/programs that were the top entrants in a four-step national competition. From an initial group of 250 nominees, staff from 96 projects/programs around the country provided the Vocational Studies Center with detailed descriptions of their approaches. A national panel of experts reviewed and rated all 96 entrants. In the last step, staff from the Vocational Studies Center conducted two-day site visits to each of the top entrants.

Each project/program description lists the location, contact person, background information, meeting the Perkins Act mandates that apply to special education students, and evidence of the project's effectiveness.

CONTACT: Vocational Studies Center
University of WI-Madison
964 Educational Sciences Bldg.
1025 West Johnson Street
Madison, WI 53706
(608) 263-4357

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO:

| | |
|---|---|
| **TITLE OF RESOURCE:**<br>A PROFILE OF ILLINOIS DROPOUTS * | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This report studied sophomore high school students to see the behavioral differences in students who dropped out of school and those who stayed in school. Factors include sick days, late arrival, and number of classes cut. The conclusion is in statistical form.

AUTHOR(S): Illinois State Board of Education, 1985

CONTACT:
VOICE
560 J St.
Sacramento CA 95814

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 03041

**TITLE OF RESOURCE:**
PROJECT PROVE (PROVIDING REALISTIC OPPORTUNITIES IN VOCATIONAL EDUCATION)*

**AREAS OF SPECIAL NEEDS:**
■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

■ **MATERIAL(S)** **COST $** no cost
☐ **SERVICE(S)** **COST $** ____________
☐ **EQUIPMENT** **COST $** ____________

This package consists of a guidebook, tape cassette, and slides. They are designed to assist local educational planners who are responsible for the development and improvement of vocational training and employment programs for handicapped youth. Project PROVE encourages closer communication and collaboration among various segments of the community in an effort to develop and improve such programs.
The materials are useful to educational administrators, local business and industry leaders, and related community personnel.

AUTHOR(S): St. Paul Public Schools, 1983

CONTACT: St. Paul Public Schools St. Paul, MN

***LOAN COPY** **8-485-0401**
**AVAILABLE THROUGH VOICE** **916-445-0401**

**PLEASE REFER TO ITEM NO:** 08569-AV

**TITLE OF RESOURCE:**

QUALITY INDICATORS AND ACCOUNTABILITY
MEASURES FOR TRANSITION:
DEVELOPMENT OF A COMPREHENSIVE
DATA MANAGEMENT SYSTEM

**AREAS OF SPECIAL NEEDS:**

- ■ Handicapped
- ■ Disadvantaged
- ■ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ **MATERIAL(S)** COST $ no cost

☐ **SERVICE(S)** COST $ ____

☐ **EQUIPMENT** COST $ ____

This work develops recommendations for a comprehensive data management system as well as quality indicators and accountability measures for transition. It also is designed to assist in the development of a follow-up and data collection system. There are four primary products including: a quick reference guide to bibliographic citations, a cross agency data matrix, recommendations from the project's Technical Review Committee, and the data analysis recommendations.

AUTHOR(S): Don Cardinal

CONTACT:
Resources in Special Education (RiSE)
650 University Avenue, Room 201
Sacramento, CA 95825
(916) 921-0521

***LOAN COPY** 8-485-0401
**AVAILABLE THROUGH VOICE** 916-445-0401

**PLEASE REFER TO ITEM NO:**

| | |
|---|---|
| TITLE OF RESOURCE:<br>REGULATIONS AND POLICY STATEMENTS FOR SPECIAL EDUCATION IN CALIFORNIA* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

## DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This folder contains several California Special Education policy statements, including:

SE 13 14 15

Public Eligibility for Designated Instruction and Services

Title V Regulations

Memos including: Behavorial Management in Special Education

The Role of the Individualized Education Program Team in Determining Eligibility for Special Education and Services

Clarification of the Service Mandate for Individuals with Exceptional Needs Younger than Four Years, Nine Months

PUBLISHED BY: California Department of Education, 1982-84

CONTACT:
California Department of Education
721 Capitol Mall
Sacramento, CA 95814
916/445-4036

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 08333

| | |
|---|---|
| **TITLE OF RESOURCE:**<br>RESOURCES, STRATEGIES AND DIRECTIONS TO BETTER SERVE DISADVANTAGED STUDENTS IN CAREER-VOCATIONAL PREPARATION* | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ **MATERIAL(S)** COST $ no cost

☐ **SERVICE(S)** COST $ ______

☐ **EQUIPMENT** COST $ ______

This guide is designed to assist those involved with career-vocational preparation in developing and improving programs directed toward serving the special needs of disadvantaged students and fulfilling the requirements of the Carl D. Perkins Act. The material is presented in modular form so it can serve as a useful reference resource and play a significant role in ensuring that disadvantaged students receive the highest levels of assistance and services in the area of career-vocational preparation. The modules are:

| | |
|---|---|
| Module I: | Assessment of Interests, Abilities and Special Needs |
| Module II: | Special Guidance, Counseling and Career Guidance |
| Module III: | Adaptation of Curriculum, Instructional Material, Equipment and Facilities |
| Module IV: | Community Involvement: The Roles of Parents, Business and Industry |
| Module V: | Transition |

AUTHOR(S): Barbara Nemko and G. Allan Holmes, 1987

CONTACT: G. Allan Holmes
Coordinator of State Planning
Career-Vocational Preparation Division
721 Capitol Mall, 4th Floor
Sacramento, CA 95814

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:** 09356

**TITLE OF RESOURCE:**

SACRAMENTO EMPLOYMENT AND TRAINING
AGENCY PROMOTIONAL MATERIALS*

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ______________
☐ EQUIPMENT COST $ ______________

These promotional booklets provide an overview of the Sacramento Employment and Training Agency's (SETA) programs and polocies, focusing on JTPA funded programs, community services block grants, and Head Start programs. Discusses the partnership efforts of SETA and the Sacramento Private Industry Coucil.

Explains:
- Funding sources
- Clients and programs
- Administration
- Identifies policy makers

Also includes information about SETA's Refugee Targeted Assistance Program.

CONTACT:
Sacramento Emploment and Training Agency (SETA)
1510 J Street
Sacramento, CA 95814
916/449-1390

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

**PLEASE REFER TO ITEM NO:** 08041

| | |
|---|---|
| TITLE OF RESOURCE:<br>SCHOOL DROPOUTS: THE EXTENT AND NATURE OF THE PROBLEM * | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This study addresses issues such as the number of dropouts, factors related to youth dropping out or returning to school, the labor market consequences of dropping out, and selected dropout assistance programs. Contains numerous statistics, graphs and tables.

AUTHOR(S): U.S. General Accounting Office, 1986

CONTACT: U.S. General Accounting Office
Washington DC

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 06058

**TITLE OF RESOURCE:**

SECOND REPORT ON A MODEL TO FACILITATE THE UTILIZATION OF EXEMPLARY VOCATIONAL EDUCATION PROGRAMS AND MATERIALS FOR SPECIAL NEEDS POPULATIONS *

**AREAS OF SPECIAL NEEDS:**

■ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

■ **MATERIAL(S)** COST $ no cost
☐ **SERVICE(S)** COST $ ________
☐ **EQUIPMENT** COST $ ________

This project identified existing exemplary vocational education resource materials for special populations (model programs, practices, curriculum materials) and facilitated the use of such resources through packaging, dissemination, and technical assistance. Special populations of concern were the disadvantaged, limited-English-proficient, handicapped, and displaced homemakers.

AUTHOR(S): Calvin E. Wright and Yungho Kim, 1986

CONTACT:
VOICE
560 J St.
Sacramento CA 95814

***LOAN COPY 8-485-0401**
**AVAILABLE THROUGH VOICE 916-445-0401**

**PLEASE REFER TO ITEM NO:** 07535

**TITLE OF RESOURCE:**
SEMINAR ON HIGH RISK YOUTH: DEVELOPING ELEMENTS OF POLICY AND MODEL PROGRAMS*

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

☒ **MATERIAL(S)** **COST $** no cost
☐ **SERVICE(S)** **COST $** ______
☐ **EQUIPMENT** **COST $** ______

This document records the proceedings of the High Risk Youth Seminar conducted in Sacramento on June 8-10, 1984. Major points addressed at the seminar were these: The California school reform movement does recognize that programs are needed for high-risk students; units within the Department of Education have set a high priority for working on high-risk youth; there is not enough research which defines how to best design high-risk programs. Participants also developed a framework for in-school-youth programs.

AUTHOR(S): California State Department of Education, 1984

CONTACT: California State Department of Education
Sacramento, CA

***LOAN COPY AVAILABLE THROUGH VOICE** 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:** 08843

| | |
|---|---|
| **TITLE OF RESOURCE:**<br>SERVING THE SPECIAL NEEDS PUPIL IN VOCATIONAL EDUCATION PROGRAMS: MAINSTREAMING AND PROGRAM PLANNING* | **AREAS OF SPECIAL NEEDS:**<br>■ Handicapped<br>■ Disadvantaged<br>■ Limited-English-Proficient |

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ ____ | ☐ EQUIPMENT<br>COST $ ____ |

MATERIALS:

Leader's Guide
Participant Handbook
Five (5) Cassette Tapes (20 minutes in length)
Corresponding Filmstrips

SERVICES:

Inservice Training Program for Vocational Educators at the Secondary Level is designed to augument the participants' knowledge of the major provisions of relevant legislation (P.L. 94-142) in addition to examining the special education process from identification and referral to monitoring progress.

The program also provides an opportunity for the participant to practice and acquire skills in:

Vocational Assessment
Writing an IEP
Program Modification
Evaluating a student's progress toward IEP goals.

AUTHOR(S): Dorothy S. Semmel and Sharon R. Goh, 1982

CONTACT:
Graduate School of Education
Special Education Program
University of California
Santa Barbara, CA 93106
805/9671-3476

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 07271-AV

| | |
|---|---|
| TITLE OF RESOURCE:<br>A STRATEGY TO TRANSFORM SCHOOLS AND SOCIAL SERVICE SYSTEM FOR AT-RISK YOUTH * | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $

☐ EQUIPMENT COST $

This outline presents an overview, background, and details of a prototype Cities in Schools program. It consists of two basic parts: 1) the coordination of resources at all levels of government and the private sector, and 2) implementation of the local project itself, carried out at local education sites.

AUTHOR(S): Cities in Schools

CONTACT: Cities in Schools
Washington DC

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 09296

**TITLE OF RESOURCE:**
STRENGTHENING VOCATIONAL EDUCATION'S ROLE IN DECREASING THE DROPOUT RATE *

**AREAS OF SPECIAL NEEDS:**
- ☐ Handicapped
- ■ Disadvantaged
- ☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ **MATERIAL(S)** COST $ no cost
☐ **SERVICE(S)** COST $
☐ **EQUIPMENT** COST $

This report was written to assist educators and administrators in identifying potential dropouts and in structuring a system to increase high-school students retention. It identifies the roles of vocational education in exemplary dropout prevention programs. Included are tables, figures and exhibits.

AUTHOR(S): James M. Weber, 1987

CONTACT: National Center for Research in Vocational Education
Columbus OH

***LOAN COPY AVAILABLE THROUGH VOICE** 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:** 07451

TITLE OF RESOURCE:

STUDENTS WITH EXCEPTIONAL NEEDS:
WORK EXPERIENCE EDUCATION*

AREAS OF SPECIAL NEEDS:

☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

In this reference book, developed through a PL 94-142 Special Education Grant, the authors propose that every work experience program in California include students with exceptional needs and that mainstreaming be a primary goal of all work experience educational programs.

The goal of the book is to provide basic information to both work experience education coordinators and special education teachers about work experience education for students with exceptional needs.

Chapters I, II and III have general information on:

Program planning and operation
Laws and regulations
A glossary of terms
Sample forms
List of vendors

Additional sections are divided into Career Education Mini Sessions which include information for teachers and worksheets for students. Sections are:

Self-Awareness
Career Selection
Finding a Job (Pre-Job)
Applications, Resumes, and Interviews
Keeping Your Job

AUTHOR(S): Bowington, Diana, et al., 1982

CONTACT:
Grant Union High School District
1333 Grand Avenue, Sacramento, CA 95814
916/921-3604

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 07269

TITLE OF RESOURCE:
SURVEY OF LOCAL SCHOOL DROPOUT PROGRAMS*

AREAS OF SPECIAL NEEDS:

☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: GENERAL

## DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This report focuses on approaches being used to prevent and reduce dropouts. It examines the nature of local dropout programs, special obstacles facing programs, and dropout reporting systems. It includes several tables and graphs.

AUTHOR(S): U.S. Government Accounting Office, 1987

CONTACT: U.S. Government Accounting Office
Washington DC

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AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO: 09155

**TITLE OF RESOURCE:**
SYNTHESIS OF STRATEGIES TO IMPROVE THE QUALITY OF LIFE FOR INDIVIDUALS WITH DISABILITIES

**AREAS OF SPECIAL NEEDS:**
■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** LEARNING DISABLED

## DESCRIPTION

■ **MATERIAL(S)** COST $ no cost
☐ **SERVICE(S)** COST $
☐ **EQUIPMENT** COST $

This report includes a conceptual framework and prototypical survey instrument designed to guide the efforts of practitioners in measuring and improving successful transition outcomes among individuals with disabilities. Includes a literature review, a field study report, and a definition with corresponding visual model.

AUTHOR(S): Rita Marinoble and Judy Hegenauer

CONTACT:
Resources in Special Education (RiSE)
650 University Avenue, Room 201
Sacramento, CA 95825
(916) 921-0521

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**PLEASE REFER TO ITEM NO:**

**TITLE OF RESOURCE:**
TOWARD GREATER INVOLVEMENT OF STUDENTS WITH SPECIAL NEEDS IN FUTURE FARMERS OF AMERICA (FAA) ACTIVITIES*

**AREAS OF SPECIAL NEEDS:**
- ☒ Handicapped
- ☒ Disadvantaged
- ☒ Limited-English-Proficient

**PROGRAM AREAS:** AGRICULTURE EDUCATION

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This report summarizes and presents the recommendations resulting from teacher workshops regarding awareness about students with special needs and the benefits FFA can bring to them. It covers techniques, practices, and procedures which may be useful in stimulating greater involvement of special needs students in FFA activities.

AUTHOR: Larry Rathbun

CONTACT: VOICE
560 J Street
Sacramento, CA 95814
(916) 445-0401

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AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 05867

**TITLE OF RESOURCE:**
VOCATIONAL EDUCATION MODELS
FOR LINKING AGENCIES SERVING
THE HANDICAPPED

**AREAS OF SPECIAL NEEDS:**
■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ $27.00
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

The purpose of this handbook is to assist state and local level personnel to develop effective linking strategies which will help meet the vocational education needs of handicapped students. Interagency linkage is a means to help reach the ultimate goal without duplication of services and with an effective coordinated effort. Readers will find examples and instructional materials for use at the state and local levels, with special emphasis placed on local agreements. The objective of the handbook is to prepare vocational educators and others to develop and implement linkage agreements which will contribute to the improvement of vocational education for handicapped students.

CONTACT: Vocational Studies Center
University of Wisconsin-Madison
School of Education
Madison, Wisconsin 53706

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AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO:

| | |
|---|---|
| TITLE OF RESOURCE:<br>VOCATIONAL EDUCATION QUESTIONS AND ANSWERS FOR THE USE OF PUBLIC LAW 98-524 FUNDS | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>■ Disadvantaged<br>■ Limited-English-Proficient |

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ ______ | ☐ EQUIPMENT<br>COST $ ______ |

This booklet supplements "THE THREE-YEAR FEDERAL SUPPLEMENT to the CALIFORNIA STATE PLAN for VOCATIONAL EDUCATION" and was prepared to make questions and answers available to all eligible recipients in California.

The questions and answers pertain to the following topics:

Administration
Matching
Statistical and fiscal reporting
Handicapped and disadvantaged
Program improvement
Vocational student organizations
Guidance and counseling
Work experience education
General information

PUBLISHED BY: California Department of Education, 1986

CONTACT:
California Department of Education
Vocational Education Division
721 Capitol Mall, P.O.Box 944272
Sacramento, CA 95814
916/445-3314

| | |
|---|---|
| *LOAN COPY 8-485-0401<br>AVAILABLE THROUGH VOICE 916-445-0401 | PLEASE REFER TO ITEM NO: |

**TITLE OF RESOURCE:**

VOCATIONAL EDUCATION RESOURCE SYSTEM
HANDBOOK FOR ADMINISTRATORS*

**AREAS OF SPECIAL NEEDS:**

■ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This handbook provides information on planning, implementing and evaluating vocational education services for students with special needs, specifically disabled, disadvantaged, limited-English-proficient, and migrant populations.

Emphasizes methods of mainstreaming students into regular programs. Module topics include:

Community relations
Student assessment
Individualized Education Programs (IEP)
Funding and fiscal management
Job development and placement
Follow-up services

PUBLISHED BY: California Institute on Human Services, 1984

CONTACT:
VERS
California Institute on Human Services
Sonoma State University
Rohnert Park, CA 94928
707/664-2416

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

**PLEASE REFER TO ITEM NO:** 07947

**TITLE OF RESOURCE:**

THE VOCATIONAL PREPARATION OF SPECIAL EDUCATION PUPILS*

**AREAS OF SPECIAL NEEDS:**

☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

☒ MATERIAL(S)
COST $ no cost

☐ SERVICE(S)
COST $ ____________

☐ EQUIPMENT
COST $ ____________

A sample of Special Education administration in Master Plan (RLAs) and Non-Master Plan areas (LEAs) were surveyed with respect to the types and extent of vocational education services available to special education pupils. In addition, a small sample of former special education pupils were surveyed about their current vocational activities.

AUTHOR(S): Office of Program Evaluation and Research, 1980

SOURCE: California State Department of Education
Sacramento CA

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

**PLEASE REFER TO ITEM NO:** 01479

**TITLE OF RESOURCE:**

VOCATIONAL PREPARATION FOR SPECIAL
EDUCATION STUDENTS AT THE
SECONDARY LEVEL

**AREAS OF SPECIAL NEEDS:**

- ■ Handicapped
- ☐ Disadvantaged
- ☐ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $

☐ EQUIPMENT COST $

A report on a study designed to examine:

The current instructional practices for providing both on and off-campus vocational education to high school age pupils;

The ways in which community agencies facilitate vocational education for special education students; and

To identify exemplary vocational education programs.

PUBLISHED BY: Office of Program Evaluation and Research, 1981

CONTACT: California Department of Education
721 Capitol Mall, Sacramento, CA 95814
916/445-3314

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 05959

**TITLE OF RESOURCE:**
VOCATIONAL SPECIAL NEEDS
TEACHER TRAINING CURRICULUM

**AREAS OF SPECIAL NEEDS:**
☒ Handicapped
☒ Disadvantaged
☒ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

☒ **MATERIAL(S)** **COST $** $70.00
☐ **SERVICE(S)** **COST $** ________
☐ **EQUIPMENT** **COST $** ________

This two-volume set of materials (800+ pages), covers the spectrum of information needed to be knowledgeable in vocational special needs education and to present preservice and inservice instructional programs. Each module has an introduction, performance objectives, definitions of terms, overview, lesson plan, transparency masters, handouts and an evaluation.

Volume I includes chapters on how to use the modules, federal legislation, characteristics of special needs populations, vocational assessment process, and coordinated planning among parents and school personnel.

Volume II includes chapters on interagency cooperation; modification of curriculum, learning environment and instruction; generalizable skills instruction; serving limited-English-proficient students, and evaluating special needs learners.

AUTHOR(S): Craig R. Colby, Ed.D.

CONTACT: EIMC/The University of Texas at Austin
P.O. Box 7218
Austin, Texas 78713-7218

***LOAN COPY** **8-485-0401**
**AVAILABLE THROUGH VOICE** **916-445-0401**

**PLEASE REFER TO ITEM NO:**

**TITLE OF RESOURCE:**
WHAT TO DO ABOUT YOUTH DROPOUTS:
A SUMMARY OF SOLUTIONS*

**AREAS OF SPECIAL NEEDS:**
- ☐ Handicapped
- ■ Disadvantaged
- ☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____
☐ EQUIPMENT COST $ ____

This is a booklet for policymakers, planners, and program managers involved in searching for solutions to prepare youth dropouts educationally and vocationally. It provides a brief overview, summary of research, and sample programs that are working. Contact references are provided.

AUTHOR(S): Margaret Terry Orr, 1987

CONTACT: SEEDCO
New York, NY

*LOAN COPY
AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

**PLEASE REFER TO ITEM NO:** 09196

TITLE OF RESOURCE:

WINDMILLS FOR EDUCATORS

AREAS OF SPECIAL NEEDS:

☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

An inservice training program to sensitize educators and administrators to opportunities for integrating students with special needs into Mainstream Vocational Education Activities.

Training Handbook directed specifically to school districts and Regional Occupational Programs and Centers.

PUBLISHED BY: California Institute on Human Services, 1983

CONTACT:
VERS
California Institute on Human Services
Sonoma State University
Rohnert Park, CA 94928
707/664-2416

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO:

# ASSESSMENT/CAREER PLANNING AND COUNSELING

|  |  |
|---|---|
| TITLE OF RESOURCE:<br>ADULT ESL DIAGNOSTIC READING TEST | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>■ Disadvantaged<br>■ Limited-English-Proficient |

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ 2.00 | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This publication is designed to diagnose student reading strengths and weaknesses as well as provide suggestions for planning appropriate instruction. Includes administration, instructions, actual tests, scoring procedures and test analysis.

PUBLISHED BY: Freemont High School District, 1981

CONTACT: VOICE
560 "J" Street
Sacramento, CA 95814
916/445-0401

| | |
|---|---|
| *LOAN COPY 8-485-0401<br>AVAILABLE THROUGH VOICE 916-445-0401 | PLEASE REFER TO ITEM NO: 09344 |

**TITLE OF RESOURCE:**

ANALYSIS OF STRATEGIES TO IMPROVE COMMUNITY ATTITUDES TOWARD EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES

**AREAS OF SPECIAL NEEDS:**

■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** CAREER GUIDANCE

# DESCRIPTION

■ **MATERIAL(S)** COST $ no cost
☐ **SERVICE(S)** COST $
☐ **EQUIPMENT** COST $

This handbook for placement specialists and job developers compares and describes the most effective methods and strategies, including: strategies to "open doors" for successful placements listing the types of companies who have hired people with disabilities and listing support groups used by placement specialists and job developers.

AUTHOR(S): Lance Reuther

CONTACT: Resources in Special Education (RiSE)
650 University Avenue, Room 201
Sacramento, CA 95825
(916) 921-0521

***LOAN COPY AVAILABLE THROUGH VOICE** 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:**

TITLE OF RESOURCE:

CALIFORNIA CAREER EDUCATION JOURNAL-
CAREER EDUCATION: A VEHICLE FOR
EDUCATIONAL EXCELLENCE*

AREAS OF SPECIAL NEEDS:

☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: CAREER GUIDANCE

## DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

The eleven articles in this booklet address the topics of self-development, student discipline, economics, and career education for the disabled. Also explored are motivating relationships, and the connection of basic skills with career education.

The articles were written by individuals involved in promoting excellence in career education, at both the local and state level.

PUBLISHED BY: California Career Education Association

CONTACT:
California Career Education Association
Ceres Unified School District
P.O. Box 30
Ceres, CA 95307
209/538-0148

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 07678

TITLE OF RESOURCE:

THE CALIFORNIA VOCATIONAL
ASSESSMENT MODEL*

AREAS OF SPECIAL NEEDS:

☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This Vocational Assessment Model has been designed to help staff in high school Vocational Education Programs including Work Experience Education, Regional Occupational Programs, Adult Education, Community Based Organizations, Community Colleges and private vocational training schools with JTPA contracts to meet the "assessment" mandates required by Federal and State law.

The Model was developed with the notion that a sound assessment process can benefit the student/client, the teacher, and the agency by providing information that will assess these groups to meet their respective needs.

It is intended for use as accompaniment to school visit by program facilitator.

CONTACT: Jenny Wilson
VOICE
560 "J" Street
Sacramento, CA 95814
916/445-0401, 323-8054

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 02106 AV

TITLE OF RESOURCE:

CAREER AND VOCATIONAL EDUCATION FOR THE SEVERELY HANDICAPPED*

AREAS OF SPECIAL NEEDS:

☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: GENERAL

## DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This paper discusses career and vocational education programs for the severely handicapped. Covers the following:

- Definitions of career and vocational education
- Wisconsin's Career Development Program
- Prevocational skill development
- Setting up prevocational training programs and activities
- Skills needed for sheltered workshop employment

AUTHOR: Patricia Barrett, 1981

CONTACT: Office of Riverside County Superintendent of Schools
3939 13th Street
Riverside, CA 92502
714/788-6530

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO: 05916

TITLE OF RESOURCE:

CAREER ASSESSMENT AND
PLACEMENT CENTER*

AREAS OF SPECIAL NEEDS:

☒ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: CAREER GUIDANCE

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

MATERIALS:

The Career Assessmemt and Placement Center Program offers brochures and process guides ffor use in coordinating special education, vocational educatiom and rehabilitation services to provide employment for high risk youth, handicapped and disadvantaged youth.

The program has beem designated as a model "School to Work" program and meets the needs of high risk youth of minority heritage who are potential high risk school drop-outs.

The Center has availlable for purchase two videos: "The Best That You Can Be", ($30) which describes the transition and supported employment programs for students/clients classified as severely handicapped; "Help Wanted", ($20) is an employer oriented video marketing the Center's job development/placement services.

SERVICES:

- Visitations
- Phone consultattions
- Rehabilitation counseling

CONTACT:

Whittier Union High School District
9401 South Paimter Avenue
Whittier, CA 90605
213/698-8121

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 07107-PRO

**TITLE OF RESOURCE:**

CAREER COUNSELING MATERIALS
AND TECHNIQUES FOR USE
WITH VIETNAMESE

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
☒ Disadvantaged
☒ Limited-English-Proficient

**PROGRAM AREAS:** CAREER GUIDANCE

# DESCRIPTION

☒ MATERIAL(S) COST $ 18.00
☐ SERVICE(S) COST $
*☐ EQUIPMENT COST $

This 340 page manual was designed especially for professional and para-professional counselors for use with Vietnamese clients. It covers:

The most frequently asked questions about the Vietnamese and their culture

Strategies for meeting both long and short term career development needs

Career counseling 'models' as well as case studies of Vietnamese individuals

Helpful job search skills plus tips on helping Vietnamese benefit from cooperative work experience education

A resource section listing publishers of appropriate materials, bibliographies/resource guides, successful model programs, job description sheets in both Vietnamese and English, etc.

AUTHORS:

Hawkins and Katz, 1986

CONTACT:

C/VEG Publications
Santa Clara County Office of Education
MC 236, 100 Skyport Drive
San Jose, CA 95115
408/947-6757

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO:

| | |
|---|---|
| TITLE OF RESOURCE:<br>CAREER DEVELOPMENT FOR INDEPENDANT STUDY | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: CAREER GUIDANCE

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ 16.00 | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

MATERIALS:

Career Development for Independant Study is a complete semester course consisting of eleven (11) self-contained student packets, with Instructor Notes, dealing with assessment, values, interests, and aptitudes. The curriculum explores a number of careers based on students' assessment data and assists students in learning job seeking skills, in developing decision making skills, and in planning and implementing their next steps.

This curriculum was developed to help fill the gap in career education materials for use in independent study. Its purpose is to improve the opportunity for youth, especially disadvantaged youth, to have access to quality curricululm in independant study.

SERVICES:

Staff are available to serve as consultants.

CONTACT: Santa Clara County Office of Education
C/VEG Publications
100 Skyport Drive, MC 236
San Jose, CA 95115
408/947-6756

| | | |
|---|---|---|
| *LOAN COPY<br>AVAILABLE THROUGH VOICE | 8-485-0401<br>916-445-0401 | PLEASE REFER TO ITEM NO: 07187pro |

TITLE OF RESOURCE:

CAREER DEVELOPMENT FOR INDOCHINESE:
A CURRICULUM GUIDE

AREAS OF SPECIAL NEEDS:

☐ Handicapped
☒ Disadvantaged
☒ Limited-English-Proficient

PROGRAM AREAS: CAREER GUIDANCE

# DESCRIPTION

| | | |
|---|---|---|
| ☒ MATERIAL(S)<br>COST $ 40.00 | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

A comprehensive career development curriculum containing over 60 hours of lessons designed for Vietnamese, Lao, and Cambodian students. It contains instructor guidelines, support materials, and student materials, which include English as well as the students' native language. It is designed to help Indochinese make effective career choices and encourages them to:

Take a comparative, non-judgmental look at work in the U.S. and in their native countries

Examine their interests, values, abilities, and desired lifestyles

Explore the wide variety of occupations available in the United States

Strengthen their career decision making skills

Make wise career decisions based on personal assessment

Improve their job search skills

Discover and apply ways to be successful on the job

Have hands on experience in the U.S. labor market

AUTHORS: Hawkins and Katz, 1984

CONTACT: C/VEG Publications
Santa Clara County Office of Education
MC 236, 100 Skyport Drive
San Jose, CA 95115
408/947-6757

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO:

| | |
|---|---|
| TITLE OF RESOURCE:<br>CAREER EDUCATION FOR SPECIAL EDUCATION* | AREAS OF SPECIAL NEEDS:<br>☒ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: CAREER GUIDANCE

## DESCRIPTION

| | | |
|---|---|---|
| ☒ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This folder contains student and teacher material for conducting special education classes in career education.

It includes:

Lesson plans
Interest surveys
Teacher assessment checklists
Career exploration activities
Other exercises

Materials are geared toward helping determine the job readiness of students.

AUTHOR:

Dolores J. Richie, 1978

CONTACT:

Office of the Los Angeles County Superintendent
9300 East Imperial Highway
Downey, CA 90242
213/922-6111

*LOAN COPY
AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 06875

TITLE OF RESOURCE:
CAREER PLANNER: A GUIDE FOR STUDENTS WITH DISABILITIES AND CAREER GUIDANCE MATERIALS FOR USE WITH STUDENTS WITH DISABILITIES*

AREAS OF SPECIAL NEEDS:
■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This handbook helps disabled students make career decisions. It presents steps on how to evaluate personal health, gather career information, and analyze different types of jobs. It addresses job modification and includes a resource catalog with listings of career guidance materials.

AUTHOR(S): Gwen J. Smith, et.al., 1982

CONTACT: Educational Resource Center
Alta Loma, CA

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 02937

TITLE OF RESOURCE:

CAREER PLANNING FOR
CHICANO/LATINO STUDENTS*

AREAS OF SPECIAL NEEDS:

☐ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: CAREER GUIDANCE

# DESCRIPTION

■ MATERIAL(S) COST $ 15.00
☐ SERVICE(S) COST $ ______
☐ EQUIPMENT COST $ ______

This Curriculum Guide is designed specifically for Chicano or Latino community college students concerned about career planning. Consideration was given to the special needs of these students, including:

- Lower income levels
- Less academic preparation
- Limited fluency in English
- Experience with discrimination
- Limited number of role models

The Curriculum is divided into four sections:

- Self and Cultural Awareness
- Career Awareness
- Decision Making and Planning
- Job Search and Job Success

The first three sections have been presented in a bilingual format and parts of the curriculum are applicable to Vocational-English-as-a-Second-Language class.

AUTHORS: Denise Douglas, et al., 1984

CONTACT:
Santa Clara Office of Education
C/VEG Publications
100 Skyport Drive, MC 236
San Jose, CA 95115
408/947-6756

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 07746

TITLE OF RESOURCE:

CAREER UNITS FOR EVERY STUDENT
(CUES)

AREAS OF SPECIAL NEEDS:

☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: CAREER GUIDANCE

## DESCRIPTION

■ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $ ____________

☐ EQUIPMENT COST $ ____________

CUES provides material and training for grade 10-12 ESL students in making career decisions. CUES helps students learn what career options are available, develop the language skills needed for their job applications and interviews, improve their job applications and interviews, and improve their self-concept as well as their ability to make future career decisions.

Includes materials for:

- Dental Hygienist
- Medical Assistant
- Occupational Therapy Assistant
- Paramedic
- Licensed Vocational Nurse
- X-Ray Technologist

CONTACT:

CUES
Hollywood High School
Room #40
1521 N. Hollywood Avenue
Hollywood, CA 90028
213/461-3891

*LOAN COPY
AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO:

**TITLE OF RESOURCE:**

CAREERS AHEAD*

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** CAREER GUIDANCE

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____
☐ EQUIPMENT COST $ ____

This curriculum guide helps bring career education to special education students by integrating career education into other aspects of the school curriculum. Units contain classroom activities, resources, performance objectives, and duplication masters. Some of the sections are:

Parent Awareness

Self Awareness

Employability Skills

Communication

Decision/Making/Problem Solving

Work Experience Education

Leisure Time Activities

Rules and Responsible Behavior

PUBLISHED BY: Project Worth, 1981

CONTACT:
Contra Costa County Superintendent of Schools
75 Santa Barbara Road
Pleasant Hill, CA 94523
415/944-3388

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 06346

TITLE OF RESOURCE:

CAREER/VOCATIONAL ASSESSMENT OF SECONDARY STUDENTS WITH EXCEPTIONAL NEEDS: CRITICAL ISSUES/PROMISING PRACTICES

AREAS OF SPECIAL NEEDS:

■ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: CAREER GUIDANCE

# DESCRIPTION

|  |  |  |
|---|---|---|
| ■ MATERIAL(S) | ☐ SERVICE(S) | ☐ EQUIPMENT |
| COST $ no cost | COST $ | COST $ |

This report contains descriptions of career and vocational assessment services available to secondary students with exceptional needs and describes critical issues of concern to these students.

Critical issues were identified and verified through site visits of special education programs and through staff interviews of program practitioners. The criteria used to select promising practices which addressed the critical issues included:

Does the practice address an identified critical issue?

Is the practice unique?

Is replication of the practice feasible?

What evidence of effectiveness is available?

Does the practice represent a cost-effective approach?

AUTHORS:

Lyn Starr Anderlini and Gail Zittel, 1983

CONTACT:

California Department of Education
721 Capitol Mall
Sacramento, CA 95814
916/445-3314

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 06085

**TITLE OF RESOURCE:**

CAREERWAYS:
EXPLORING NONTRADITIONAL
CAREER OPPORTUNITIES (7-10)

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** CAREER GUIDANCE

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ________
☐ EQUIPMENT COST $ ________

A multimedia program of instructional modules which utilize educational television, sound filmstrips, teacher's guides, student materials, and work sheets to assist in the development of early career awareness. The program can be used as a self-contained unit or a 10-12 week guidance course. Of special interest to health careers educators are the following materials:

| CATALOG NUMBER | TITLE | SOURCE |
|---|---|---|
| FD 001 732 | Careerways: Teacher's Guide (7-10) | c/n/s |
| FM 000 308 | Stereotyping and the World of Work Experience | c |
| FM 000 309 | You and the World of Work Videotape | c |
| FM 000 314 | Careers in Health Care Videotape | c |
| FM 000 319 | Careerways: Looking to the Future Videotape | c |
| FM 000 320 | Stereotyping and the World of Work Sound Filmstrips | c/n/s |
| FM 000 326 | Careers in Health Care Sound Filmstrip | c/n/s |
| FM 000 331 | Careerways: Looking to the Future Sound Filmstrips | c/n/s |
| FM 000 332 | Careerways: Study Prints | c/n/s |

CONTACT: Centers for Educational Improvement

Northern Center (N)
5A County Center Dr.
Oroville, CA 95965
916/534-4208 or
916/534-4244

Central Center (C)
100 Skyport Drive
San Jose, CA 95115
916/947-6500

Southern Center (S)
9300 E. Imperial Hwy.
Downey, CA 90242
213/922-6170

*LOAN COPY
AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO:

| | |
|---|---|
| TITLE OF RESOURCE:<br>CARING FOR KIDS* | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>☒ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: HOME ECONOMICS EDUCATION

## DESCRIPTION

| | | |
|---|---|---|
| ☒ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This student text and workbook teaches skills in the area of child care. It offers an overview of current theories of child growth and development, outlines daily care requirements of children, and offers suggestions for behavior guidance.

Recommended for students in their late teens. Illustrated.

Major headings include:

Play is on-the-job-training

Toys are tools for kids

The big step: kids of your own

AUTHOR:

Marilyn White Norris, 1978

CONTACT:

Gregg/McGraw-Hill Book Company
8171 Redwood Highway
Novato, CA 94957
415/897-5201

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 00279

TITLE OF RESOURCE:
CROSS CULTURAL COMMUNICATION IN THE WORKPLACE *

AREAS OF SPECIAL NEEDS:

☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: CAREER GUIDANCE

# DESCRIPTION

■ MATERIAL(S) no cost
COST $ ________

☐ SERVICE(S)
COST $ ________

☐ EQUIPMENT
COST $ ________

This workbook contains articles and worksheets which provide Vietnamese with a cross cultural understanding of the American workplace and the steps to career development. It includes interests and skills self-assessment, work values self-assessment, job search skills, and guidelines for succeeding on the job. It provides Vietnamese translations.

AUTHOR(S): Lois Bandeira-Locci, 1985

CONTACT:
VOICE
560 J St.
Sacramento CA 95814

*LOAN COPY
AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO: 09263

TITLE OF RESOURCE:
CROSS CULTURAL COMMUNICATION
ON-THE-JOB: 38 CASE STUDIES

AREAS OF SPECIAL NEEDS:
☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: CAREER GUIDANCE

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ______
☐ EQUIPMENT COST $ ______

This text and accompanying floppy disks are of 38 case studies of cross-cultural miscommunication on the job. These studies examine the differences between cultural attitudes in the workplace and how these differences may develop into misunderstandings between immigrant employees and their supervisors.

AUTHOR(S): Margaret Piper McNulty, 1985

CONTACT:
VOICE
560 J STREET
Sacramento, CA 95814

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 09096-AV

TITLE OF RESOURCE:
CURRICULUM-BASED VOCATIONAL ASSESSMENT: A GUIDE FOR ADDRESSING YOUTH WITH SPECIAL NEEDS*

AREAS OF SPECIAL NEEDS:
- ■ Handicapped
- ■ Disadvantaged
- ■ Limited-English-Proficient

PROGRAM AREAS: CAREER GUIDANCE

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ______
☐ EQUIPMENT COST $ ______

Information regarding career/vocational assessment programs for special needs youth. Could be used as a course text for teacher educational programs, or as a development guide for vocational and special education curricula.

AUTHOR(S): Robert A. Stodden, et.al., 1987

SOURCE:
Centre Publications
International Education Corp.
Honolulu, HI

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 01516

| | |
|---|---|
| TITLE OF RESOURCE:<br>DIAGNOSTIC SCHOOL FOR NEUROLOGICALLY HANDICAPPED CHILDREN-CENTRAL CALIFORNIA (DSNHC-CC)* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

## DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This manual contains a vocational assessment and curriculum planning model for LH students ages 13-21. It explains some of the current barriers to implementing comprehensive occupational training with LH students and recommends ways in which these barriers can be overcome. These recommendations include expansion and modification of traditional evaluation techniques and trait-by-trait examination of occupational competencies.

Also discusses a "Job Laboratory" model and the Individualized Education Program process.

AUTHOR: Van M. Woolley, 1986

CONTACT: Diagnostic School for Neurologically Handicapped Children
1818 West Ashlan
Fresno, CA 93705
209/222-6573

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 08326

TITLE OF RESOURCE:

GATEWAYS TO THE WORLD OF WORK-
A SPECIALIZED DICTIONARY OF JOBS
FOR THE HANDICAPPED*

AREAS OF SPECIAL NEEDS:

- ☒ Handicapped
- ☐ Disadvantaged
- ☐ Limited-English-Proficient

PROGRAM AREAS: CAREER GUIDANCE

# DESCRIPTION

☒ MATERIAL(S)
COST $ no cost

☐ SERVICE(S)
COST $ __________

☐ EQUIPMENT
COST $ __________

The purpose of this document is to provide the special educator with a selection of job descriptions for handicapped youth. Sections, while not comprehensive, may be viewed as career counseling tools to help guide exceptional students toward realistic career choices. Contains selected D.O.T. code listings for the handicapped groups of:

Hearing handicapped
Visually handicapped
Mentally handicapped
Orthopedically handicapped
Educationally handicapped
Severely language handicapped

AUTHOR:

Robert Babcock, 1983

CONTACT:

Office of the Los Angeles County
Superintendant of Schools
9300 Imperial Highway
Downey, CA 90242
213/922-6111

***LOAN COPY**
**AVAILABLE THROUGH VOICE** 8-485-0401
916-445-0401

**PLEASE REFER TO ITEM NO:** 06844

TITLE OF RESOURCE:

A GUIDE FOR CAREER
COUNSELING VIETNAMESE*

AREAS OF SPECIAL NEEDS:

☐ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: CAREER GUIDANCE

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ________
☐ EQUIPMENT COST $ ________

This manual provides a collection of materials, strategies and references that counseling professionals will find helpful in addressing the special needs of Vietnamese students. Serves as a self-study guide or as an inservice training text.

It discusses the cross-cultural implications of educational and employment background information, which can be applied to career counseling. Provides three models for counseling students about occupational decision-making.

PUBLISHED BY: Educational Evaluation and Research, Inc., and
ARC Associates, Inc., 1984

CONTACT:
Chancellor's Office
California Community Colleges
1107 Ninth Street
Sacramento, CA 95814
916/445-8752

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 07825

TITLE OF RESOURCE:

A GUIDE FOR VOCATIONAL SKILLS ASSESSMENT FOR DISABLED STUDENTS*

AREAS OF SPECIAL NEEDS:

■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: CAREER GUIDANCE

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This manual presents the basic principles and requirements of vocational evaluation, and options to modify vocational education programs to suit the needs of disabled students and service providers. It focuses on counseling disabled students, data collection from clients, job analysis and modification, evaluation reports, case management suggestions and methods of locating vocational evaluation services within the community.

PUBLISHED BY:

Educational Evaluation and Research, Inc., and
ARC Associates, Inc., 1984

CONTACT:

Chancellor's Office
California Community Colleges
1107 Ninth Street
Sacramento, CA 95814
916/445-8752

***LOAN COPY AVAILABLE THROUGH VOICE** 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:** 07858

| | |
|---|---|
| TITLE OF RESOURCE:<br>A HANDBOOK OF BASIC SKILLS<br>IN VOCATIONAL EDUCATION* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This handbook provides detailed information about basic skills being developed by ROP students in Mendocino County. Assists counselors in placing secondary students in appropriate vocational training programs.

Contains descriptive paragraphs about ROP courses being offered and listings of occupational competencies.

AUTHOR: Judy Enright, et al., 1982

CONTACT: Mendocino County Schools
2240 East Side Road
Ukiah, CA 95482
707/463-4807

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916-445-0401

PLEASE REFER TO ITEM NO: 01330

| | |
|---|---|
| TITLE OF RESOURCE:<br>HANDBOOK FOR MAINSTREAMING HANDICAPPED STUDENTS IN VOCATIONAL EDUCATION | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: VOCATIONAL EDUCATION

## DESCRIPTION

■ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $

☐ EQUIPMENT COST $

This handbook was prepared to aid teachers of vocational education in serving the increasing number of handicapped students who are enrolled in regular programs. Such students are termed "mainstreamed." Emphasis in this reference is on selecting an appropriate vocational education program, developing an individualized education plan (IEP), and preparing the student through effective teaching for successful employment.

CONTACT: Joseph L. Davis, Executive Director
Ohio Council on Vocational Education
750 Brooksedge Boulevard, Suite 105
Westerville, Ohio 43081
(614) 891-4764

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO:

TITLE OF RESOURCE:

INSTRUCTIONAL GROUPING PRACTICES RELATED TO STUDENTS' SPECIAL NEEDS: A MANUAL FOR SELF-ASSESSMENT

AREAS OF SPECIAL NEEDS:

- ☒ Handicapped
- ☒ Disadvantaged
- ☒ Limited-English-Proficient

PROGRAM AREAS: GENERAL

# DESCRIPTION

| | | |
|---|---|---|
| ☒ MATERIAL(S)<br>COST $ 1.50 | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

The Department of Education emphasizes that the placement of a student in a special instructional group should be based on a diagnostic assessment of the student's special needs. This manual is a self-assessment checklist for local instructional grouping practices. Each question in this checklist requires only a "Yes" or "No" answer. Ideally, all questions should be answered with a "Yes" as a "Yes" response indicates that an appropriate practice is being followed. A "No" response does not necessarily mean that the current practice or policy is a bad one, it is simply an signal for you to reconsider whether certain aspects of the school program are educationally sound. This checklist is for use in all grades from kindergarten through grade 12.

CONTACT: California State Department of Education
P.O. Box 271
Sacramento, CA 95802

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO:

TITLE OF RESOURCE:

A NEEDS ASSESSMENT FOR ADULTS WITH LEARNING DISABILITIES

AREAS OF SPECIAL NEEDS:

☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: LEARNING DISABLED

## DESCRIPTION

☒ MATERIAL(S) COST $ $15.00
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This document contains a survey instrument which can be used to assess adults with learning disabilities. A listing of strategies for responding to the identified needs of adults with learning disabilities is also included.

AUTHOR(S): H.C. Clitheroe, Robert Salinas, and Judi Hosking

CONTACT: Resources in Special Education (RiSE)
650 University Avenue, Room 201
Sacramento, CA 95825
(916) 921-0521

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO:

**TITLE OF RESOURCE:**

READY, SET...GO! A STAFF HANDBOOK TO HELP WOMEN WITH DISABILITIES SUCCEED IN EDUCATION AND EMPLOYMENT*

**AREAS OF SPECIAL NEEDS:**

☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** CAREER GUIDANCE

# DESCRIPTION

| | | |
|---|---|---|
| ☒ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ ____ | ☐ EQUIPMENT<br>COST $ ____ |

These handbooks help service providers increase educational and employment opportunities for disabled women. Emphasizes program planning with chapters on outreach/recruitment, faculty/community awareness, advisory committees, linkages, needs assessment and follow-up. Explores various support services such as physical access, counseling, career education, and more.

AUTHOR(S): Barbara Dougherty, et.al., 1986

SOURCE:
Vocational Studies Center
School of Education
University of Wisconsin
Madison, WI

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:** 08056

| | |
|---|---|
| TITLE OF RESOURCE:<br>REFINEMENT AND DISSEMINATION OF VOCATIONAL COUNSELING MATERIALS FOR HANDICAPPED COMMUNITY COLLEGE STUDENTS* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: CAREER GUIDANCE

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

MATERIALS

A Guide for Students with Disabilities: A career planner that offers a self-evaluation method helping the disabled student make good career decisions.

Career Guidance Materials for use with Students with Disabilities:

A resource catalog that contains a listing of the most practical and innovative materials specifically useful in career guidance for community college students with disabilities.

Worker Trait Group Guide: A reference manual, based on the 4th edition of the D.O.T., that was designed as a basic reference for use in career decision-making programs. It contains descriptive information about twelve broad work interest areas and sixyt-six groups of occupations.

EQUIPMENT

Career Planner is also available in large print, audio cassette (15/16 speed) and Braille format.

Reference Manual is only available in Braille and audio cassette (15/16 speed) formats.

CONTACT: Chaffey Community College
5885 Haven Avenue
Alta Loma, CA 91701
714/987-1737

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: p3603456

TITLE OF RESOURCE:

RESOURCE GUIDE FOR CAREER
COUNSELING SPANISH-SPEAKING
AND CHICANO STUDENTS

AREAS OF SPECIAL NEEDS:

☐ Handicapped
☒ Disadvantaged
☒ Limited-English-Proficient

PROGRAM AREAS: CAREER GUIDANCE

# DESCRIPTION

☒ MATERIAL(S) COST $ 12.50

☐ SERVICE(S) COST $ ______

☐ EQUIPMENT COST $ ______

This resource guide provides counselors with background for counseling Hispanic students. Resource sections cover assessment, language, motivation and self-image, student retention, and career guidance as they relate to Hispanic students.

An annotated bibliography of Spanish language materials and other resources is included.

CONTACT: C/VEG Publications
Santa Clara County Office of Education
MC 236, 100 Skyport Drive
San Jose, CA 95115
408/947-6756

*LOAN COPY
AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO:

TITLE OF RESOURCE:

RESOURCES IN HEALTH CAREER
PROGRAMS FOR TEACHERS OF
DISADVANTAGED STUDENTS

AREAS OF SPECIAL NEEDS:

☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: HEALTH CAREERS EDUCATION

# DESCRIPTION

| | | |
|---|---|---|
| ☒ MATERIAL(S) | ☐ SERVICE(S) | ☐ EQUIPMENT |
| COST $ 6.00 | COST $ | COST $ |

This resource guide was developed for teachers of disadvantaged students. Each listing contains the following information:

A description of the resource

The intended use of the material

Format

Types of illustrations

Features for disadvantaged students

Readability level

AUTHORS: Barbara Nemko, Eina Dutton, 1983

CONTACT: California Department of Education Publications Sales
P.O. Box 271
Sacramento, CA 95802-0271

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: p-9542

TITLE OF RESOURCE:

SCHOOL RETENTION THROUGH
JOINT VENTURES*

AREAS OF SPECIAL NEEDS:

■ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: GENERAL

## DESCRIPTION

■ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $

☐ EQUIPMENT COST $

MATERIALS

Curriculum guides, handbooks, brochures and other labor market information are used for instructing students in work attitudes and communication skills.

SERVICES

Students are:

1. Assessed for participation in the on-the-job training program;
2. Counseled in career and job information, interviewing and good grooming;
3. Referred to and placed in open-entry, rotating job slots in public and private sectors which encourage an "adult" environment and attitude.

Staff are available to accommodate visitors.

CONTACT: San Mateo Union High School District
650 North Delaware Street
San Mateo, CA 94401
415/348-8834 ext. 256

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 07103-pro

TITLE OF RESOURCE:

S.T.O.P. PROGRAM*
(SCHOOL OPEN TO POSSIBILITIES)

AREAS OF SPECIAL NEEDS:

■ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost

■ SERVICE(S) COST $ no cost

☐ EQUIPMENT COST $

This program offers a successful alternative to the traditional school program utilizing independent study and individualized contract instruction to meet the needs of students.

## SERVICES

Student assessment is a vital component leading to the development of pre-employment skills and to the securing of a high school diploma or its equivalent.

Student identification, counseling and follow-up services are designed to meet the needs of minority youth and/or economically, educationally or physically disadvantaged youth who present a high risk of becoming high school dropouts.

CONTACT: Ceres Unified School District
P.O. Box 307
Ceres, CA 95307
209/537-4717

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 07102-pro

| | |
|---|---|
| TITLE OF RESOURCE:<br>A STUDY OF HAWAII COMMUNITY COLLEGE'S SERVICES FOR HANDICAPPED STUDENTS (1984-85)* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

## DESCRIPTION

■ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $

☐ EQUIPMENT COST $

This needs assessment studied services/programs for handicapped students at Hawaii Community College surveyed four populations: HCC faculty, handicapped students at HCC, employers of the handicapped, and agencies serving handicapped. The purpose was to determine the necessary participation of these students, and to provide data in order to secure funds for this improvement.

AUTHOR(S): Hawaii Interviewing, 1986

CONTACT: Hawaii Interviewing
Honolulu, HI

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AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 03055

| | |
|---|---|
| **TITLE OF RESOURCE:**<br>SYNTHESIS OF NEEDS ASSESSMENT<br>SYSTEMS | **AREAS OF SPECIAL NEEDS:**<br>■ Handicapped<br>■ Disadvantaged<br>■ Limited-English-Proficient |

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ ______ | ☐ EQUIPMENT<br>COST $ ______ |

This work describes the results of the literature and data which relate to current theory and practices in conducting systems-level needs assessments, with programmatic emphasis. It summarizes the results of a survey of California and out of state programs. The resource guide includes a hands-on procedural tool for local and regional programs.

AUTHOR(S): Adolfo Munoz

CONTACT: Resources in Special Education (RiSE)
650 University Avenue, Room 201
Sacramento, CA 95825
(916) 921-0521

| | | |
|---|---|---|
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TITLE OF RESOURCE:

TESTING AND TEST MODIFICATION IN
VOCATIONAL EVALUATION*

AREAS OF SPECIAL NEEDS:

☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

☒ MATERIAL(S)
COST $ no cost

☐ SERVICE(S)
COST $ ____________

☐ EQUIPMENT
COST $ ____________

Guide helps those who assess vocational potential to choose psychological tests appropriate for their clientele. Provides general testing information, presents the method of modification for meeting the needs of special disability populations, and is a review of tests commonly used in vocational evaluation and assessment.

AUTHOR(S): Karl F. Botterbusch, Ph.D., 1985

CONTACT:
Materials Development Center
Stout Vocational Rehabilitation Institute
School of Education and Human Services
University of Wisconsin-Stout
Menomonie, WI

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AVAILABLE THROUGH VOICE
8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO: 00911

**TITLE OF RESOURCE:**

THE TOTAL CAREER ASSESSMENT
PROGRAM (TCAP)*

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** CAREER GUIDANCE

# DESCRIPTION

☒ MATERIAL(S) COST $ 53.00
☒ SERVICE(S) COST $ no cost
☐ EQUIPMENT COST $

The Total Career Assessment Program is a systematic and sequential approach to career education for high school students grades 9-12. The program is specifically developed to meet the identified career education needs of rural youth, but is suitable for the general secondary population as well as students in continuation high school. The materials and activities are designed to be infused into the academic curriculum as a means of reinforcing the basic skills and teaching key career education concepts.

The Program provides secondary students with self-assessment, decision-making strategies, job search skills, career option exploration and an individual career plan. A team approach including parents, teachers, counselors, administrators and community members furnishes total carry through of key concepts at each grade level.

The TCAP Curriculum is in binder format for grades 9-12.

## SERVICES

Staff is available to accomodate visitors at no charge. Staff expenses are charged for consultations at adaptor site.

CONTACT: Humboldt County Office of Education
Humboldt Regional Occupational Program
901 Myrtle Avenue
Eureka, CA 95501
707/445-5411 ext.211

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PLEASE REFER TO ITEM NO: 07189-pro

TITLE OF RESOURCE:
VOCATIONAL ASSESSMENT HANDBOOK

AREAS OF SPECIAL NEEDS:
☒ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: VOCATIONAL EDUCATION

## DESCRIPTION

| | | |
|---|---|---|
| ☒ MATERIAL(S)<br>COST $ $19.50 | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

The purpose of this handbook is to provide resources for individuals engaged in the vocational assessment procedure under the provisions of the Carl D. Perkins Vocational Education Act. The vocational assessment requirement of the act, particularly as it applies to handicapped and disadvantaged students, may be difficult to implement because of its sheer magnitude. This handbook addresses the need to include the disadvantaged student in the assessment process, considers the various types of disadvantaged students, and provides valuable information on administering and interpreting the many assessment instruments for the diverse clientele included in the context of handicapped and disadvantaged. Each section contains a detailed discussion of the topic, with references in those areas where self-contained materials are not appropriate. An IBM compatible program to perform basic statistical analyses required for vocational program assessment is included.

CONTACT: EIMC/The University of Texas at Austin
P.O. Box 7218
Austin, Texas 78713-7218

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AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO:

| | |
|---|---|
| TITLE OF RESOURCE:<br>VOCATIONAL EDUCATION RESOURCE PACKAGE FOR A CAREER AWARENESS AND CAREER PLANNING PROGRAM FOR STUDENTS WITH DISABILITIES* | AREAS OF SPECIAL NEEDS:<br>☒ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: CAREER GUIDANCE

# DESCRIPTION

| | | |
|---|---|---|
| ☒ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This manual contains information and materials needed to facilitate the adoption of the Career Awareness and Career Planning Program for disabled students. This prevocational program is designed to provide handicapped students with the preliminary steps necessary to enable them to make appropriate career choices.

This model also summarizes a Model Career Awareness/Career Planning Program developed at Santa Monica College and includes an evaluation of the program, lesson plans, and work assessment questionnaires.

PUBLISHED BY: ARC Associates, Inc., and
Educational Evaluation and
Research, Inc., 1985

CONTACT: Chancellor's Office
California Community Colleges
1107 Ninth Street
Sacramento, CA 95814
911/445-8752

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PLEASE REFER TO ITEM NO: 01950

TITLE OF RESOURCE:

VOCATIONAL EDUCATION RESOURCE
PACKAGE FOR A CAREER DEVELOPMENT
CURRICULUM FOR INDOCHINESE*

AREAS OF SPECIAL NEEDS:

☐ Handicapped
☒ Disadvantaged
☒ Limited-English-Proficient

PROGRAM AREAS: CAREER GUIDANCE

## DESCRIPTION

| | | |
|---|---|---|
| ☒ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ ____________ | ☐ EQUIPMENT<br>COST $ ____________ |

This comprehensive career development curriculum is designed to meet the specific linguistic and cultural needs of Indochinese students with limited English skills. Instructor and student materials are organized into the following units:

Working in the United States
Personnel Assessments
Career Exploration
Career Decision-making
Job Search and Job Success

These are designed for Vietnamese, Cambodian, or Laotian students.

PUBLISHED BY:

Education Evaluation and Research, Inc., and
ARC Associates, Inc., 1985

CONTACT:

California Community Colleges
1107 Ninth Street
Sacramento, CA 95814
916/445-8752

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AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 00950

**TITLE OF RESOURCE:**
VOCATIONAL EVALUATION IN SPECIAL EDUCATION

**AREAS OF SPECIAL NEEDS:**
☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** CAREER GUIDANCE

# DESCRIPTION

☒ **MATERIAL(S)** **COST $** 24.50
☐ **SERVICE(S)** **COST $**
☐ **EQUIPMENT** **COST $**

This book provides a solid knowledge base for evaluating the career capabilities of clients with special needs. It includes case histories, skill-building exercises, work sheets, charts, tables, and lists. Test descriptions, work samples, aptitude tests, and preparation and training required for a broad range of careers are also included. It describes:

How to write good, workable Individualized Education Plans and curricula

How to develop school-based transition and job placement programs

How to evaluate students' interests, behaviors, and abilities in terms of training and job needs

How to fully utilize the new Dictionary of Worker Traits, the comprehensive occupational information resource.

AUTHOR(S): Norman C. Hursh, Sc.D., and Allen F. Kerns, Ed.D., 1988

CONTACT:
College-Hill Press
A Division of
Little, Brown and Company (Inc.)
Order Department
Waltham, MA 02254-9931
1-800-343-9204

***LOAN COPY AVAILABLE THROUGH VOICE** **8-485-0401** **916-445-0401**

**PLEASE REFER TO ITEM NO:**

**TITLE OF RESOURCE:**

WESTERN PSYCHOLOGICAL
SERVICES CATALOG*

**AREAS OF SPECIAL NEEDS:**

☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____
☐ EQUIPMENT COST $ ____

This catalog describes offerings from the Western Psychological Services, including microcomputer products, psychological, educational, industrial tests, related test products. Provides title, author, description, price and order number.

Topics include:

- Personality Assessment/Psychotherapy
- Child and Adolescent Personality Assessment
- Intelligence Assessment
- Special Education
- Marriage, Family, and Sexual Adjustment
- Academic, Vocational, and Career Counseling
- Personal Assessment and Selection
- Neuropsychology
- Speech, Hearing, and Language Screening

PUBLISHED BY:

Western Psychological Services, 1985

CONTACT:

Western Psychological Services
13021 Wilshire Boulevard
West Los Angeles, CA
213/478-2061

*LOAN COPY
AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO: 08053

**TITLE OF RESOURCE:**
WHERE THERE'S A WILL
THERE'S A WAY*

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

☒ **MATERIAL(S)** COST $ no cost
☐ **SERVICE(S)** COST $
☐ **EQUIPMENT** COST $

A film which aids teachers, counselors and coordinators who work with special education students by describing their functions and responsibilities in vocational and occupational training programs.

The film presents actual exemplary approaches in such areas as:

- Classroom training
- Work study programs
- Simulation situations
- Work experience programs

It explains some of the problems that the educators encountered in operating their programs and how these problems were resolved.

45 minutes in length.

AUTHOR: David Donnenfield, 19[illegible]

CONTACT: California Department of Education
Vocational Education Division
721 Capitol Mall
Sacramento, CA 95814
916/445-3314

***LOAN COPY AVAILABLE THROUGH VOICE** 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:** 04439-av

**TITLE OF RESOURCE:**
WITHIN OUR GRASP: A MODEL CAREER AWARENESS AND CAREER PLANNING PROGRAM*

**AREAS OF SPECIAL NEEDS:**
☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** CAREER GUIDANCE

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This manual outlines a model program for disabled students developed at Santa Monica College to address the career planning needs of disabled students. This prevocational program introduces individuals to various career options through volunteer work experience. The manual includes a program description, outcomes and evaluations, lesson plans, and work experience.

AUTHOR(S): Vicki Pennington, 1982

CONTACT: Santa Monica College
Santa Monica CA

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:** 06100

TITLE OF RESOURCE:

YOUR FUTURE CAREER: ENGLISH AND VIETNAMESE CAREER PLANNING CURRICULUM

AREAS OF SPECIAL NEEDS:

☐ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: CAREER GUIDANCE

# DESCRIPTION

■ MATERIAL(S) COST $ to be announced ☐ SERVICE(S) COST $ ____ ☐ EQUIPMENT COST $ ____

VOLUME I. You and Your Future Career

Student handouts and basic career/vocational guidance information are presented in the areas of self-assessment, decision-making, job search, and succeeding on the job. Activities particularly useful to Asian immigrant students are decisions of cultural identity, who makes a career decision, what is a good job, and success stories of Vietnamese immigrants.

VOLUME II. 100 Job Descriptions in English and Vietnamese

Many students have a limited idea of the kinds of jobs available. These job descriptions are clustered in seven occupational areas: art, media, and entertainment; business and finance; marketing and sales; service, health, education and social service; and trade and industry. Job descriptions are one page in length and discuss typical tasks, working conditions, training and qualifications, job outlook, earnings, advancement, and language skills needed. An introductory section includes self-assessment, job exploration, and hands-on activities for the seven occupational areas.

VOLUME III. Workshops for Vietnamese Parents of High School Students

Parents are a key to student success and future career planning. This handbook is designed for the counselor or community aide who will work with parents. Handouts and discussion information are included on the following topics: role of the high school parent, how parents can help their children to graduate, college information, and alternatives for students who will not go to college. A seperate version, which is entirely in Vietnamese, is intended for independent use by parents.

CONTACT: C/VEG Publications
Santa Clara Office of Education
100 Skyport Drive, MC 236
San Jose, CA 95115
408/947-6757

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO:

# COMMUNITY SERVICES AND BUSINESS

TITLE OF RESOURCE:
BANKERS IN SERVICE TO CALIFORNIANS

AREAS OF SPECIAL NEEDS:
- ☒ Handicapped
- ☒ Disadvantaged
- ☐ Limited-English-Proficient

PROGRAM AREAS: CAREER GUIDANCE

# DESCRIPTION

☒ MATERIAL(S) COST $ $2.00
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

A report of the bank-sponsored community involvment programs in California organized in the following categories: Civic, Culture and the Arts, Education, Environment, Health, Human Services, and Housing and Economic Development.

CONTACT: California Bankers Association/Nancy Evans
650 California Street, Suite 1001
San Francisco, CA 94108
(415) 433-1894

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO:

**TITLE OF RESOURCE:**
CALIFORNIA DIRECTORY OF MINORITY AND/OR WOMEN OWNERS AND MANAGERS OF BUSINESS*

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** BUSINESS EDUCATION

# DESCRIPTION

☒ **MATERIAL(S)** COST $ no cost
☐ **SERVICE(S)** COST $ ____________
☐ **EQUIPMENT** COST $ ____________

This directory contains names of California women and/or minority business owners and managers who have volunteered to work with high schools to provide students with positive role models. These women and men represent a variety of occupations throughout the state.

AUTHOR(S): Will Usery, et al., 1987

CONTACT:
VOICE
560 J Street
Sacramento, CA 95814

***LOAN COPY** 8-485-0401
**AVAILABLE THROUGH VOICE** 916-445-0401

**PLEASE REFER TO ITEM NO:** 09594

TITLE OF RESOURCE:

COMMUNITY INVOLVEMENT IN
VOCATIONAL EDUCATION*

AREAS OF SPECIAL NEEDS:

☐ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: VOCATIONAL EDUCATION

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This guide was designed to identify several types of vocational education programs and activities that are in operation in California's school districts and communities. It covers:

Advisory Committees
Work Experience Education Programs
Apprenticeship Programs
Licensure
Cooperative Vocational Education Programs
ROC/ROPs
Financial Aid Programs
Intern Programs

PUBLISHED BY:

California Department of Education, 1977

CONTACT:

California Department of Education
721 Capitol Mall
Sacramento, CA 95814
916/445-3314

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 01465

TITLE OF RESOURCE:

COMMUNITY PERFORMANCE UPDATE*

AREAS OF SPECIAL NEEDS:

■ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: GENERAL

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This Booklet attempts to inform the public of the services the banks of California provide to their communities. Specific projects and in areas such as:

Youth and Education
Senior Citizens
Counseling
Special Loans
Environment and Energy Conservation

AUTHOR:

Thomas A. Deane, 1979

CONTACT:

California Bankers Association
650 California Street
Suite 1001
San Francisco, CA 94108
415/433-1894

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916-445-0401

PLEASE REFER TO ITEM NO: 04117

TITLE OF RESOURCE:

COMMUNITY RESOURCE DIRECTORY*

AREAS OF SPECIAL NEEDS:

■ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: GENERAL

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This directory includes listings of over 207 businesses and industries from San Bernadino and Riverside Counties which offer:

Employment Information
Exploration Activities
Printed Materials
Tours and Talks

The resources are provided by:

Education/training institutions
Government agencies
Community services organizations

Each entry gives the organization's name, address and phone number, products and services offered and contact person.

AUTHOR:

Judith Reuther, 1983

CONTACT:

San Bernadino/Riverside Counties
Industry Education Council
San Bernadino, CA
714/885-7515

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PLEASE REFER TO ITEM NO: 07809

**TITLE OF RESOURCE:**

COMMUNITY/WORK BASED PROGRAMS-
AN INSTRUCTOR'S GUIDE TO
PROGRAM STRATEGIES*

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ______
☐ EQUIPMENT COST $ ______

This guide provides instructors of marketing and distributive education classes with information for upgrading or implementing community/work-based programs, helping educators comply with the rules and regulations of these programs and assisting in the operation of program activities.

It includes an examination of three community/work-based programs that provide occupational training and five programs in field operation. Also includes some resources helpful for persons in initiating similar programs.

AUTHOR: Charlotte Holzkamper, 1982

CONTACT: California Department of Education
721 Capitol Mall
Sacramento, CA 95814
916/445-3314

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PLEASE REFER TO ITEM NO: 06362

**TITLE OF RESOURCE:**
COMMUNITY WORK DEVELOPMENT:
A MARKETING MODEL*

**AREAS OF SPECIAL NEEDS:**
■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

■ **MATERIAL(S)** COST $ no cost
☐ **SERVICE(S)** COST $
☐ **EQUIPMENT** COST $

A manual for the development of community-based work for disabled persons. It presents a model for human service organizations involved in the direct delivery of rehabilitation services to the disabled. Provides examples and applications.

AUTHOR(S): Perry Como and David Hagner, 1985

CONTACT:
Materials Development Center
School of Education and Human Services
University of Wisconsin-Madison
Madison, WI

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**8-485-0401**
**916-445-0401**

**PLEASE REFER TO ITEM NO:** 02735

| | |
|---|---|
| **TITLE OF RESOURCE:**<br>DROPOUTS: CALIFORNIA PUBLIC SCHOOLS FORUM* | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This document discusses the role of the business community in addressing the dropout problem. It describes specific activities of several businesses in Santa Barbara County.

AUTHOR(S): May P. Scopatz, 1986

CONTACT: Graduate School of Education
University of California
Santa Barbara CA

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PLEASE REFER TO ITEM NO: 09371

TITLE OF RESOURCE:

EMPLOYERS AS PARTNERS-
A GUIDE TO NEGOTIATING JOBS
FOR PEOPLE WITH DISABILITIES

AREAS OF SPECIAL NEEDS:

■ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $ ____________

☐ EQUIPMENT COST $ ____________

This book addresses some of the many issues related to opening doors for good jobs for people with disabilities. The contents include chapters on:

The Employer Accounts Strategy
Prospecting for Employer Accounts
Preparing Your Case
Insuring Good First Impressions
Presenting Your Case: The First Encounter

AUTHOR:

Charles Galloway, 1982

CONTACT:

Edmark Corporation
13200 Southeast 20th Street
Bellvue, Washington 98008
1-800/426-0856
1-800/746-3900

*LOAN COPY 8-485-0401
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PLEASE REFER TO ITEM NO:

**TITLE OF RESOURCE:**
ENHANCING HOLDING POWER: A DROPOUT PREVENTION PLAN*

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

☒ **MATERIAL(S)** COST $ no cost
☐ **SERVICE(S)** COST $ ____________
☐ **EQUIPMENT** COST $ ____________

This document discusses how the problem of dropouts can best be solved by combining the efforts of schools, community, alternative setting, and central administration. The goals are to implement a long-term, comprehensive program of dropout prevention, to lead a collaborative effort to better meet the needs of students, and to focus the efforts in the schools with support provided by the community and central administration. This report lists specific paths that can be taken to accomplish these goals.

AUTHOR(S): Schools and Community of Austin, Texas

SOURCE: Austin Independent School District
Austin, TX

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**PLEASE REFER TO ITEM NO:** 08842

TITLE OF RESOURCE:

IMPLEMENTING CAREER EDUCATION
COMMUNITY INVOLVEMENT*

AREAS OF SPECIAL NEEDS:

☐ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: CAREER GUIDANCE

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This handbook provides administrators with information and a procedure for designing and implementing a community involvement plan for career education.

Includes sections on community resources, examples of successful practices, a glossary and reference section.

PUBLISHED BY: California Department of Education, 1977

CONTACT:
California Department of Education
721 Capitol Mall
Sacramento, CA 95814
916/445-3314

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PLEASE REFER TO ITEM NO: 03356

TITLE OF RESOURCE:
IMPROVING STUDENT PERFORMANCE IN CA:
A CATALOG OF BUSINESS AND COMMUNITY
PROGRAMS IN SUPPORT OF LOCAL EDUCATION

AREAS OF SPECIAL NEEDS:
☐ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $ ____________

☐ EQUIPMENT COST $ ____________

This catalog addresses the decline in educational achievement among the nation's high school graduates. It recommends involvement on the part of the business community in the following ways by:

Joining educators to help raise the standards in education;

Upgrading math and science education;

Increasing community involvement;

Reforming educational financial bases;

Establishing additional financial incentives within the teaching profession.

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PLEASE REFER TO ITEM NO: 05736

**TITLE OF RESOURCE:**
JOBS 2000 A.D.: AGENDA FOR AMERICA*

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

Video stresses the need for basic skill training for youth in reading, writing, and verbal communication in preparation for the increasingly sophisticated service and information industries. Discusses the role of business and government, in cooperation with the schools, in preparing students for employment. Features U.S. Secretary of Labor, Secretary of Education, and President of the National Alliance of Business.

AUTHOR(S): National Alliance of Business

SOURCE: Thirty-Five, Sixteen, Inc.
Washington DC

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**PLEASE REFER TO ITEM NO:** 01268-AV

**TITLE OF RESOURCE:**
JTPA YOUTH COMPETENCIES AND
HANDICAPPED YOUTH*

**AREAS OF SPECIAL NEEDS:**
☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

☒ MATERIAL(S)
COST $ no cost

☐ SERVICE(S)
COST $ __________

☐ EQUIPMENT
COST $ __________

This report provides ideas on how youth competencies can be used to help handicapped youth meet standards in JTPA funded programs. The competencies concerned are basic education skills, job specific skills, and pre-employment and work maturity skills.

AUTHOR(S): Lloyd W. Tindall, et.al., 1984

CONTACT:
The Vocational Studies Center
School of Education
Univeristy of Wisconsin-Madison
Madison WI

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AVAILABLE THROUGH VOICE 916-445-0401

**PLEASE REFER TO ITEM NO:** 08903

**TITLE OF RESOURCE:**
LAUNCHING JOBSTART: A DEMONSTRATION FOR DROPOUTS IN THE JTPA SYSTEM*

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

| | | |
|---|---|---|
| ☒ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

Report describes, analyzes, and evaluates the demonstration project, JOBSTART, which targeted low-income, high-school-aged dropouts. It combines instruction in basic education, job skill training, support services, and job placement assistance. Each of the project sites were funded in part through the JTPA system.

AUTHOR(S): Patricia Auspos and Marilyn Price, 1987

SOURCE: Manpower Demonstration Research Corporation
New York, NY

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916-445-0401

**PLEASE REFER TO ITEM NO:** 01466

| | |
|---|---|
| TITLE OF RESOURCE:<br>PARTNERS IN PRIDE * | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: CAREER GUIDANCE

## DESCRIPTION

■ MATERIAL(S) COST $ no cost ☐ SERVICE(S) COST $ ____ ☐ EQUIPMENT COST $ ____

This video promotes the Job Training Partnership Act (JTPA) which provides an opportunity for business to recruit and retrain disadvantaged youth and adults. It describes the mutual benefits of partnership between local government and local business. It includes interviews with individuals having completed the job training program and assessments from their supervisors.

AUTHOR: The National Alliance for Business

CONTACT: Thirty Five-Sixteen, Inc.
Washington DC

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PLEASE REFER TO ITEM NO: 02151-AV

**TITLE OF RESOURCE:**

PARTNERSHIPS IN BUSINESS AND INDUSTRY:
HELPING HANDICAPPED STUDENTS BECOME A
PART OF THE JOB TRAINING PARTNERSHIP ACT

**AREAS OF SPECIAL NEEDS:**

■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** CAREER GUIDANCE

## DESCRIPTION

■ **MATERIAL(S)** **COST $** 36.00
☐ **SERVICE(S)** **COST $** ______
☐ **EQUIPMENT** **COST $** ______

This 700 page handbook contains descriptions of more than 100 successful JTPA programs. Information is presented on participation, considerations for proposal development, youth competency systems, and issues in preservice preparation. Examples of competencies, requests for proposals, sample proposals, and interagency agreements are also included.

CONTACT: Vocational Studies Center
University of WI-Madison
964 Educational Sciences Bldg.
1025 West Johnson Street
Madison, WI 53706
(608) 263-4357

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**PLEASE REFER TO ITEM NO:**

**TITLE OF RESOURCE:**

STATE OF CALIFORNIA MIGRANT
SERVICES PROGRAM:
DESCRIPTION AND GUIDE*

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This Guide describes a program which offers opportunities for migrant farm workers and their families in three specific service areas:

Temporary shelter

Education

Day care for children and infants

It provides a migrant program agreement form with the Employment Development Department (EDD). It devotes a section to improving infant care programs.

PUBLISHED BY:

California Department of Social Services, 1975

CONTACT:

California Department of Social Services
744 "P" Street
Sacramento, CA 95814
916/445-4500

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PLEASE REFER TO ITEM NO: 01380

**TITLE OF RESOURCE:**

SUMMER JOBS PROGRAM FOR YOUTH*

**AREAS OF SPECIAL NEEDS:**

- ■ Handicapped
- ■ Disadvantaged
- ■ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $ ______

☐ EQUIPMENT COST $ ______

This program includes manual aids used for planning, operating and evaluating community programs which obtain unsubsidized summer jobs for young people, especially disadvantaged youngsters.

The program stresses involvement on the part of business leaders, elected officials and community based organizations.

Includes information on:

Locating program resources
Youth recruitment
Job preparation training
Job development
Job placement
Publicity and program monitoring
Describes and evaluates exemplary
  community-based programs

PUBLISHED BY: California Employment Development Department, 1982

CONTACT:
California Employment Development Department
800 Capitol Mall
Sacramento, CA 95814ent Department
916/445-8008

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PLEASE REFER TO ITEM NO: 07669

**TITLE OF RESOURCE:**
TEACHING ENGLISH IN THE WORKPLACE*

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
☐ Disadvantaged
☒ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This publication was written for EWP (English in the Workplace) coordinators and ESL (English-as-a-Second-Language) administrators as an aid in planning and delivering courses for and in the industrial and service sectors. It discusses problems and solutions regarding negotiations, needs anaylses, and curriculum development based on ideas and examples from practitioners in the field. A lengthy reference list includes reesources for classroom materials.

AUTHOR(S): Mary Ellen Belfiore and Barbara Burnaby, 1984

CONTACT: VOICE
560 J Street
Sacramento, CA 95814

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916-445-0401

PLEASE REFER TO ITEM NO: 09411

**TITLE OF RESOURCE:**
VOCATIONAL EDUCATION - JOB TRAINING PARTNERSHIP ACT COORDINATION *

**AREAS OF SPECIAL NEEDS:**
- ■ Handicapped
- ☐ Disadvantaged
- ☐ Limited-English-Proficient

**PROGRAM AREAS:** CAREER GUIDANCE

## DESCRIPTION

■ **MATERIAL(S)** COST $ no cost
☐ **SERVICE(S)** COST $ ____________
☐ **EQUIPMENT** COST $ ____________

This report evaluates joint planning and coordination of programs conducted under the Carl D. Perkins Vocational Education Act and the Job Training Partnership Act. The report identifies areas where cooperation is lacking, evaluates reasons why, and suggests legislation to improve coordination.

AUTHOR(S): Morgan V. Lewis, et.al., 1987

CONTACT:
VOICE
560 J STREET
Sacramento, CA 95814

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**PLEASE REFER TO ITEM NO:** 07276

|  |  |
|---|---|
| TITLE OF RESOURCE:<br>WORKABILITY: IT WORKS FOR ME* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: VOCATIONAL EDUCATION

## DESCRIPTION

|  |  |  |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This film and video cassette addresses the employment potential of people with disabilities and the WorkAbility program, which assists these individuals in combining work experience in the private sector with educational and vocational training.

It shows teachers and counselors working with students and employers in the process of transitioning individuals from training to employment. It presents a demonstration on how the program works and gives examples of students who have met their physical or mental challenges.

AUTHOR(S): WorkAbility II, Education Transition Center, 1987

CONTACT: California State Department of Education
Sacramento CA

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PLEASE REFER TO ITEM NO: 09000-AV

**TITLE OF RESOURCE:**

A WORK EXPERIENCE/COOPERATIVE
EDUCATION PROGRAM FOR
DISABLED STUDENTS*

**AREAS OF SPECIAL NEEDS:**

■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ ____________ | ☐ EQUIPMENT<br>COST $ ____________ |

This Manual outlines a model work experience/cooperative education program to train and place disabled adults in highly-paid, private sector jobs. Student recruitment procedures, admission requirements, assessment and learning activities, and training standards are established for each occupational group.

Programs are short term and intensive, featuring exposure to work and psychological support.

PUBLISHED BY: Educational Evaluation and Research, Inc., and
ARC Associates, Inc., 1984

CONTACT:
Chancellor's Office
California Community Colleges
1107 Ninth Street
Sacramento, CA 95814
916/445-8752

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916-445-0401

**PLEASE REFER TO ITEM NO:** 07847

# CURRICULUM ADAPTATIONS AND INSTRUCTIONAL MODIFICATIONS

**TITLE OF RESOURCE:**

ANNOTATED CATALOG OF BILINGUAL
VOCATIONAL TRAINING MATERIALS*

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

■ **MATERIAL(S)** COST $ no cost
☐ **SERVICE(S)** COST $ ____________
☐ **EQUIPMENT** COST $ ____________

This completely annotated catalog of bilingual vocational training materials contains references for use with students of the following ethnic groups and languages:

American Indian

Hispanic

Asian: Chinese

Lao Hmong

Laotian

Vietnamese

Mexican

Mexican-American

These materials include teacher guides and classroom instructional aids for skill training areas, and a chart of the distribution of materials by ethnic group.

PUBLISHED BY:
Americas Corporation, 1986

CONTACT:
U.S. Department of Education Office
of Vocational and Adult Education Reporters
Room 522
400 Maryland Avenue S.W.
Washington, D.C. 20202
202/732-2396

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**PLEASE REFER TO ITEM NO:** 03684

**TITLE OF RESOURCE:**
APPLIED BASIC SKILLS SERIES

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

☒ **MATERIAL(S)** **COST $** see below
☐ **SERVICE(S)** **COST $** ____________
☐ **EQUIPMENT** **COST $** ____________

This series is made up of student/teacher modules designed to motivate and encourage the student to learn the basics by using practical life skills as a vehicle of learning. The modules cover most of the essential elements for the math, science, and language arts courses offered at the seventh-, eighth-, and ninth-grade levels. The student learning activities focus on real life application: career-related information and consumer education information.

The series is divided into the following publications:

Mathematics (IA 023 I) $20.00
Student Learning Activities for Mathematics (IA 023 S) $7.50
Set of 10 Student Learning Activities for Mathematics (IA 023 SX) $70.00

Science (IA 024 I) $20.00
Student Learning Activities for Science (IA 024 S) $7.50
Set of 10 Student Learning Activities for Science (IA 024 SX) $70.00

Language Arts (IA 025 I) $20.00
Student Learning Activities for Language Arts (IA 025 S) $7.50

Set of 10 Student Learning Activities for Language Arts (IA 025 SX) $70.00

Administrator's/Teacher's Guide (IA 026 I) $5.00

CONTACT: EIMC/The University of Texas at Austin
P.O. Box 7218
Austin, Texas 78713-7218
(512) 471-7716

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**PLEASE REFER TO ITEM NO:**

| | |
|---|---|
| **TITLE OF RESOURCE:**<br>AUTO UPHOLSTERY ENGLISH FOR<br>NON-NATIVE SPEAKERS* | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>☐ Disadvantaged<br>■ Limited-English-Proficient |

**PROGRAM AREAS:** INDUSTRIAL TECHNOLOGY EDUCATION

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This vocational English-as-a-second-language curriculum guide is designed to teach auto upholstery students the basic English necessary for functioning effectively on the job. It contains vocabulary exercises, student worksheets, and visual materials. Competency objectives are provided.

AUTHOR(S): Toni Thomas, 1982

CONTACT:
VOICE
560 J Street
Sacramento, CA 95814

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PLEASE REFER TO ITEM NO: 09536

**TITLE OF RESOURCE:**
BILINGUAL MEDICAL/DENTAL
RECEPTIONIST PROGRAM
CURRICULUM (SPANISH/ENGLISH)*

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
☒ Disadvantaged
☒ Limited-English-Proficient

**PROGRAM AREAS:** HEALTH CAREERS EDUCATION

## DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This curriculum guide provides instructors with material for teaching limited-English-speaking adults the clerical skills necessary for entry level positions as medical or dental receptionists. The materials are designed to be used by teachers who are themselves bilingual as some of the materials are in Spanish and English.

The instructional areas cover typing, office procedures and medical/dental theory.

AUTHORS: Lydia Cerone, et al., 1979

CONTACT: Mission Community College Center
110 Bartlett
San Francisco, CA 94110
415/648-5866

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PLEASE REFER TO ITEM NO: 06186

| | |
|---|---|
| **TITLE OF RESOURCE:**<br>BILINGUAL VOCATIONAL GLOSSARY:<br>ELECTRONICS ASSEMBLY* | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>☐ Disadvantaged<br>■ Limited-English-Proficient |

**PROGRAM AREAS:** GENERAL

## DESCRIPTION

| | | |
|---|---|---|
| ■ **MATERIAL(S)**<br>**COST $** no cost | ☐ **SERVICE(S)**<br>**COST $** | ☐ **EQUIPMENT**<br>**COST $** |

This manual contains a brief bilingual glossary of the basic terms used in electronics assembly to meet the needs of Indochinese vocational students.

AUTHOR(S): Lee Goodwine, 1980

CONTACT: VOICE
560 J Street
Sacramento, CA 95814

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**PLEASE REFER TO ITEM NO:** 09531

**TITLE OF RESOURCE:**
COMPETENCY BASED MAINSTREAM ENGLISH
LANGUAGE TRAINING PROJECT (MELT)
RESOURCE PACKAGE *

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ______
☐ EQUIPMENT COST $ ______

This document provides guidance in program design/implementation for ELT (English Language Training) programs in focusing their efforts towards a competency based approach to language instruction for refugees. It contains a core curriculum; student performance levels; and the Basic English Skills Test (BEST) and Administrative Manuals. It also contains numerous appendices, a bibliogrpahy and a glossary.

AUTHOR(S): U.S. Department of Health and Human Services, 1985

CONTACT: VOICE
560 J St.
Sacramento CA 95814

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PLEASE REFER TO ITEM NO: 03297

**TITLE OF RESOURCE:**
COMPETENCY BASED VOCATIONAL EDUCATION
MATERIALS CATALOG 1985-1986*

**AREAS OF SPECIAL NEEDS:**
■ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This is a catalog of competency-based materials prepared by the Kentucky Department of Education. Each complete set of materials is composed of student modules or task assignment sheets, slide/ tape presentations, and an instructor's manual. Included are listings of materials organized under several subject headings including agribusiness, business and office occupations, health, home economics, industrial education, marketing, and special vocational programs. It includes module numbers and cost.

AUTHOR(S): Kentucky Department of Education, 1985, 1986

SOURCE: Office of Vocational Education
Kentucky Department of Education

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**AVAILABLE THROUGH VOICE** 8-485-0401
916-445-0401

**PLEASE REFER TO ITEM NO:** 03642

**TITLE OF RESOURCE:**

COMPETENCY BASED VOCATIONAL EDUCATION MATERIALS CATALOG 1986-87*

**AREAS OF SPECIAL NEEDS:**

■ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ______
☐ EQUIPMENT COST $ ______

Contains lists of competency based materials available for purchase. Each set contains student modules, slide/tape presentations, and instructor's modules.

Order information also included.

AUTHOR(S): Office of Vocational Education
Kentucky Department of Education, Frankfort, KY

CONTACT: Office of Vocational Education
Kentucky Department of Education, Frankfort, KY

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 00915

**TITLE OF RESOURCE:**
COMPUTER-ASSISTED INSTRUCTION IN VOCATIONAL ENGLISH-AS-A-SECOND-LANGUAGE*

**AREAS OF SPECIAL NEEDS:**
- ☐ Handicapped
- ☐ Disadvantaged
- ☒ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

## DESCRIPTION

☒ **MATERIAL(S)** COST $ no cost

☐ **SERVICE(S)** COST $ ____

☐ **EQUIPMENT** COST $ ____

This instructional package consists of a booklet offering guidelines for the development of instructional software for VESL students, and fifteen diskettes providing instruction in areas of American work values; technical writing; test taking; electronics; reading improvement; on-the-job communication; and refusing requests and invitations.

AUTHOR(S): Lois Bandeira-Locci, 1985

CONTACT:
VOICE
560 J St.
Sacramento CA 95814

***LOAN COPY AVAILABLE THROUGH VOICE** 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:** 08924-AV

**TITLE OF RESOURCE:**

CURRICULUM GUIDES FOR HIGH SCHOOL STUDENTS WITH LEARNING DISABILITIES

**AREAS OF SPECIAL NEEDS:**

- ☒ Handicapped
- ☒ Disadvantaged
- ☐ Limited-English-Proficient

**PROGRAM AREAS:** LEARNING DISABLED

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $

☐ EQUIPMENT COST $

A series of thirteen (13) curriculum guides outlining courses for high school students with learning disabilities. Each guide is divided into units which contain objectives, activities, and resourses. Many of the guides have appendices with supplementary materials (tests, handouts, worksheets, etc.)

Subject areas are:

- Consumer Economics
- Driver's Education
- Independent Living Skills
- English
- U.S. History
- Physical Education
- American Government/Decision Making
- World History
- Fine and Performing Arts
- Mathematics
- Science
- Career Exploration
- Family Life (clothing)

CONTACT:

San Juan Unified School District
3738 Walnut
P.O. Box 477
Carmichael, CA 95608
916/484-2011

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO: 07565

**TITLE OF RESOURCE:**

CURRICULUM HANDBOOK:
FOOD SERVICE FOR DEVELOPMENTALLY
DISABLED 12TH GRADERS AND ADULTS*

**AREAS OF SPECIAL NEEDS:**

- ■ Handicapped
- ■ Disadvantaged
- ☐ Limited-English-Proficient

**PROGRAM AREAS:** LEARNING DISABLED

# DESCRIPTION

■ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $ ______

☐ EQUIPMENT COST $ ______

This handbook presents an innovative approach to vocational education of developmentally disabled young adults. It outlines an instructional program for five food service occupations. Each section contains a listing of goals and objectives and a series of tasks which will convey the principles needed to perform the necessary duties of the job being studied.

AUTHOR: Janeece Spencer, 1977

CONTACT: Glenn County Superintendent of Schools
525 West Sycamore
Willows, CA 95988
916/934-7011

*LOAN COPY
AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 04757

TITLE OF RESOURCE:
DROPOUTS FILE *

AREAS OF SPECIAL NEEDS:
☐ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: GENERAL

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This file contains articles, pamphlets, brochures and other various information regarding the problems of dropouts.

AUTHOR(S): Various

CONTACT: VOICE
560 J St.
Sacramento CA 95814

*LOAN COPY
AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO: 09051

| | |
|---|---|
| TITLE OF RESOURCE:<br>EDUCATION PROGRAMS THAT WORK | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>■ Disadvantaged<br>■ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

## DESCRIPTION

■ MATERIAL(S) COST $ $8.00 ☐ SERVICE(S) COST $ ☐ EQUIPMENT COST $

Lists all programs that have been nationally validated through the United States Department of Education, National Diffusion Network. It contains abstracts of programs in all curriculum areas from preschool through grade 15.

CONTACT: National Diffusion Network
1575 Old Bayshore Highway
Burlingame, CA 94010

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO:

| | |
|---|---|
| **TITLE OF RESOURCE:**<br>ELECTRONICS ASSEMBLY ENGLISH<br>FOR NON-NATIVE SPEAKERS* | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>☐ Disadvantaged<br>■ Limited-English-Proficient |

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ ______ | ☐ EQUIPMENT<br>COST $ ______ |

This curriculum guide provides English-as-a-second-language students in the electronics assembly field with the necessary English skills for prospective employment. Relevant vocabulary and procedures are introduced through student worksheets with answer key, conversation exercises, visuals, and suggested activities.

AUTHOR(S): Karen A. Thaxton and Toni Thomas

CONTACT:
VOICE
560 J Street
Sacramento, CA 95814

*LOAN COPY
AVAILABLE THROUGH VOICE
8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO: 09528

| | |
|---|---|
| **TITLE OF RESOURCE:**<br>ENGLISH ON THE AIR FOR NATIVE<br>VIETNAMESE SPEAKERS* | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>☐ Disadvantaged<br>■ Limited-English-Proficient |

**PROGRAM AREAS:** GENERAL

## DESCRIPTION

■ **MATERIAL(S)** COST $ no cost
☐ **SERVICE(S)** COST $ ______
☐ **EQUIPMENT** COST $ ______

This manual contains thirty radio lessons which provide Vietnamese speakers with an introduction to the English language. It includes vocabulary for everyday situations and instructions on how to fill out common applications. It also provides Vietnamese translations and a student workbook.

AUTHOR(S): Dorothea Lee, 1986

CONTACT: VOICE
560 J St.
Sacramento CA 95814

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

**PLEASE REFER TO ITEM NO:** 09317

| | |
|---|---|
| TITLE OF RESOURCE:<br>ENGLISH THAT WORKS* | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>■ Disadvantaged<br>■ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

## DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This series teaches integrated, competency-based, bilingual, pre-vocational English as a Second Language and provides a comprehensive program for people who want to learn English that will help them get and keep a job. Some of the topics covered are:

Personal Data
Skills and Interests
Maps and Directories
Want Ads
The Interview
Work Experience
Safety
Time and Money

Each section focuses heavily on applied conversational activities.

AUTHOR: K. Lynn Savage, et al., 1982

CONTACT: Scott, Foresman and Company
630 E. Weddell Drive
Sunnyvale, CA 94089
408/747-1140

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 05921

**TITLE OF RESOURCE:**

ESL FOR AGRICULTURAL SECRETARIES*

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
☒ Disadvantaged
☒ Limited-English-Proficient

**PROGRAM AREAS:** AGRICULTURAL EDUCATION

# DESCRIPTION

☒ **MATERIAL(S)** COST $ no cost

☐ **SERVICE(S)** COST $ ____________

☐ **EQUIPMENT** COST $ ____________

Curriculum materials are designed for a vocational approach to teaching English as a Second Language (ESL). Focus is on teaching agricultural secretary skills as well as the Enlish and Mathematics skills needed for performance in this particular vocation.

Materials include curriculum, lesson evaluations, sample forms for needs assessment, recruitment, and job development. Some of the materials are written in both Spanish and English.

AUTHOR: Denise Hewitt, et al., 1980

CONTACT: Ceres Unified School District
2503 Lawrence Street
P.O. Box 307
Ceres, CA 95307
209/538-0141

***LOAN COPY AVAILABLE THROUGH VOICE** 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:** 05002

**TITLE OF RESOURCE:**
ESP: ENGLISH FOR SPECIFIC PURPOSES *

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
☐ Disadvantaged
☒ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

☒ **MATERIAL(S)** COST $ no cost
☐ **SERVICE(S)** COST $
☐ **EQUIPMENT** COST $

This is a study of the theory behind the publications available for the teaching of English for specific purposes: the teaching of English to persons whose occupation or professional study requires a practical (though limited) understanding of English. It contains a bibliography of research and instructional materials.

AUTHOR(S): Pauline Robinson, 1980

CONTACT:
VOICE
560 J Street
Sacramento, CA 95814

*LOAN COPY AVAILABLE THROUGH VOICE
8-485-0401
916-445-0401

**PLEASE REFER TO ITEM NO:** 09483

| | |
|---|---|
| TITLE OF RESOURCE:<br>"GETTING ALONG WITH" SERIES* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: LEARNING DISABLED

## DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ 3.95 ea | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

Two workbooks designed for use by students with learning difficulties. (Reading level: 2.5)

Both workbooks use simple, humorous plays to show typical conflicts encountered by young people. Previous follow-up exercises for each play. Intended to help students better deal with conflict while building reading, writing and communication skills.

Workbook titles are:

"The Big Hassle and other plays: Getting Along with Authority"

"The Put-Down Pro and other plays: Getting Along with Friends"

A teacher's manual is included for each book.

AUTHOR:

Jack Canario, 1980

CONTACT:

Janus Book Publishers
2501 Industrial Parkway West
Hayward, CA 94545
415/785-9625

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 02606

TITLE OF RESOURCE:
A GUIDE TO RETAILING *

AREAS OF SPECIAL NEEDS:
☐ Handicapped
☐ Disadvantaged
☒ Limited-English-Proficient

PROGRAM AREAS: BUSINESS EDUCATION

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $ ____________

☐ EQUIPMENT COST $ ____________

This guide contains a 60 hour retailing course designed to prepare intermediate English-as-a-second-language students for the tasks involved in working with customers in a retail store. It features workplace ethics, behavior in the store, dress code, safety, sales tax, sales receipts, check approval, credit card sales, and cash registers. Teacher's notes are included.

AUTHOR(S): Robert McFarlane and Valerie Weaver, 1986

CONTACT: VOICE
560 J Street
Sacramento, CA 95814

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AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO: 09464

**TITLE OF RESOURCE:**
HANDICAPPED RESOURCES FILE *

**AREAS OF SPECIAL NEEDS:**
■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ **MATERIAL(S)** COST $ no cost
☐ **SERVICE(S)** COST $
☐ **EQUIPMENT** COST $

This folder contains numerous pamphlets, brochures, and articles concerning the employment of handicapped people. A directory for employers and disabled job seekers lists the job placement services and resources available.

AUTHOR(S): California Governor's Committee on Employment of the Handicapped

CONTACT: California Governor's Committee on Employment of
the Handicapped
Sacramento CA

***LOAN COPY** 8-485-0401
**AVAILABLE THROUGH VOICE** 916-445-0401

**PLEASE REFER TO ITEM NO:** 02340

TITLE OF RESOURCE:
HANDICAPPED STUDENT PROGRAMS AND
SERVICES RESOURCE PACKAGE FOR
INDEPENDENT LIVING SKILLS MODULES*

AREAS OF SPECIAL NEEDS:
■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: PHYSICALLY IMPAIRED

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ______
☐ EQUIPMENT COST $ ______

An instructor's manual which contains teaching materials for community college personnel who conduct independent-living skills classes and workshops for physically handicapped students. Modules include: self-care skills home management skills, community mobility skills, social/recreational skills, cognitive skills, classroom skills and consumer rights skills. Each module contains 2-5 lesson plans.

PUBLISHED BY:

California Community Colleges, 1985

CONTACT:

California Community Colleges
1107 Ninth Street
Sacramento, CA 95814
916/445-8752

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 01020

**TITLE OF RESOURCE:**
H.O.L.D. (HELPING OVERCOME
LEARNER DROPOUTS)*

**AREAS OF SPECIAL NEEDS:**
- ☐ Handicapped
- ■ Disadvantaged
- ☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ **MATERIAL(S)** COST $ no cost
☐ **SERVICE(S)** COST $ ____________
☐ **EQUIPMENT** COST $ ____________

The H.O.L.D. project is a secondary guidance project to maintain enrollment of potential dropouts by increasing attendance, self esteem, and academic success, grades 7-12. The Classroom Guidance Manual offers basic classroom guidance strategies to coordinate home, school, and community in helping potential dropouts remain in school. The Peer Counseling Manual contains complete lesson plans for a peer counseling class. Units cover development and use of peer counseling skills in specific counseling situations.

AUTHOR(S): Joan Stroker

CONTACT: VOICE
560 J Street
Sacramento, CA 95814

***LOAN COPY AVAILABLE THROUGH VOICE** 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:** 03865

**TITLE OF RESOURCE:**

"I CAN DO THAT":
ARTS FOR THE HANDICAPPED*

**AREAS OF SPECIAL NEEDS:**

■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This manual offers nine separate workshop formats, containing brief introductions and activities which can be adapted to the individual physical and mental abilities of the students. Also includes resource list and glossaries.

Workshops encompass the following areas:

Dance

Music

Visual Arts

Drama

PUBLISHED BY:

California Department of Education, 1982

CONTACT:

California Department of Education
721 Capitol Mall
Sacramento, CA 95814
916/445-4688

*LOAN COPY
AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO: 07608

**TITLE OF RESOURCE:**

INDUSTRIAL EDUCATION
SAFETY INSTRUCTION-
ELECTRONICS*

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** INDUSTRIAL TECHNOLOGY EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $ ____________

☐ EQUIPMENT COST $ ____________

This workbook contains safety instructions and tests in the areas of:

- General Safety
- Hand Tool Use
- Live Wires, Fuses
- Radio-TV Amplifiers
- Shocks
- Soldering
- Batteries
- Testing
- Wiring
- Box and Pan Brake Use
- Bench Shear Use
- Bar Folder Use

This workbook is printed in English and Cantonese. A series of technical glossaries are also included with the Cantonese version.

CONTACT:

Sacramento City Unified School District
1619 "N" Street
Sacramento, CA 95814
916/454-8011

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 06934

**TITLE OF RESOURCE:**

INSTRUCTIONAL ACTIVITIES IN
BASIC SKILLS FOR FAMILY AND
CONSUMER EDUCATION*

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** HOME ECONOMICS EDUCATION

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

A packet designed by the school district teachers to improve basic skills within the framework of a particular subject area. Instructional units include:

Fractions unit and answer key
Decimal unit and answer key
Consumer math and answer key (verbal problems)
Writing unit (expository writing)
Language unit and answer key
Reading unit and answer key
Whole numbers unit and answer key

Each unit may be used separately. Good instructional packets to use for extra practice on basic skills. Central theme is family and consumer education; however, would be useful for any student in any subject.

DATE OF PUBLICATION: 1980

CONTACT: Vocational Educational Department
Sacramento City Unified School District
1619 "N" Street
Sacramento, CA 95814
916/454-8011

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 06498

**TITLE OF RESOURCE:**
INSTRUCTIONAL STRATEGIES FOR SPECIAL EDUCATION *

**AREAS OF SPECIAL NEEDS:**
- ☒ Handicapped
- ☐ Disadvantaged
- ☐ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

| | | |
|---|---|---|
| ☒ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This handbook provides vocational educators of handicapped students with eight instructional strategies: clinical teaching, collaborative approaches, cooperative learning groups, direct instruction, environment/curriculum modification, individualized instruction, task analysis, and tutoring. It includes examples of each.

AUTHOR(S): Gary Greene, et.al., 1988

CONTACT: California State Department of Education
Sacramento CA

*LOAN COPY
AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

**PLEASE REFER TO ITEM NO:** 09455

TITLE OF RESOURCE:
INSTRUCTIONAL STRATEGIES FOR SPECIAL EDUCATION STUDENTS IN REGULAR VOCATIONAL CLASSES - A PRESERVICE HANDBOOK

AREAS OF SPECIAL NEEDS:
- ■ Handicapped
- ■ Disadvantaged
- ■ Limited-English-Proficient

PROGRAM AREAS: VOCATIONAL EDUCATION

## DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ 17.50 | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This handbook is a collection of eight generic instructional strategies that are placed within the vocational education context. The instructional strategies are: Cooperative Learning Groups, Collaborative Approaches, Task Analysis, Individualized Instruction, Clinical Teaching, Environmental Curriculum Modification, Tutoring, and Direct Instruction.

AUTHOR(S): Charles Kokaska and Leonard Albright, 1988

CONTACT: Resources in Special Education, (RiSE)
650 University Avenue, Room 201
Sacramento, CA 95825

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO:

TITLE OF RESOURCE:

INTEGRATED COMPETENCY-BASED
BILINGUAL VOCATIONAL ENGLISH
AS A SECOND LANGUAGE

AREAS OF SPECIAL NEEDS:

- ☐ Handicapped
- ☐ Disadvantaged
- ■ Limited-English-Proficient

PROGRAM AREAS: VOCATIONAL EDUCATION

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ________
☐ EQUIPMENT COST $ ________

This curriculum development project uses native language components in English, Chinese, Spanish, Vietnamese, Korean, and Cambodian, with an instructor's guide and student booklet for each of two cycles. The Native Language component covers American idiomatic speech for the foreign born student.

Cycle I gives exercises on:

- Personal data
- Skills and interests
- Leave, wages and hours
- Time sheets
- Maps and directories
- Occupants and duties
- Asking questions

Cycle II emphasizes:

- Writing and conversation
- Work experience
- Schedules, safety rules
- Help wanted ads
- Evaluation forms
- Skills training

PUBLISHED BY: Chinatown Resources Development Center, 1979

CONTACT:
Chinatown Resources Development Center
655 Geary Street
San Francisco, CA 94102
415/775-8880

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 05019

|  |  |
|---|---|
| **TITLE OF RESOURCE:**<br>AN INTERAGENCY APPROACH TO MEETING THE VOCATIONAL NEEDS OF DISABILITY LEARNERS* | **AREAS OF SPECIAL NEEDS:**<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

**PROGRAM AREAS:** GENERAL

## DESCRIPTION

|  |  |  |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

Competency-based training curriculum prepares pre-inservice personnel to deliver vocational and special education experiences for the disabled. Provides functional knowledge in various cognate areas. Includes rationale, objectives, prerequisites, evaluation procedures, content outlines, learning activities, references, and resources.

AUTHOR(S): Bruce A. Ostertag, et.al., 1986

CONTACT: California State Universities, San Diego
San Francisco, Sacramento

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 00724

| | |
|---|---|
| **TITLE OF RESOURCE:**<br>INTRODUCTION TO D.C. ELECTRICITY FOR STUDENTS OF ENGLISH AS A SECOND LANGUAGE* | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>☐ Disadvantaged<br>■ Limited-English-Proficient |

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ **MATERIAL(S)** **COST $** no cost ☐ **SERVICE(S)** **COST $** ______ ☐ **EQUIPMENT** **COST $** ______

This workbook contains pre-tests in beginning electronics for students of English-as-a-Second-Language. Test items include basic concepts, vocabulary, symbols, abbreviations, and related mathematics. It provides learning module summaries in Spanish, Vietnamese and Chinese.

AUTHOR(S): Lois Bandeira-Locci, 1984

CONTACT:
VOICE
560 J St.
Sacramento CA 95814

***LOAN COPY AVAILABLE THROUGH VOICE** 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:** 09264

**TITLE OF RESOURCE:**
INTRODUCTION TO EVERYDAY SKILLS

**AREAS OF SPECIAL NEEDS:**
- ■ Handicapped
- ■ Disadvantaged
- ■ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

## DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S) COST $ $7.00 | ☐ SERVICE(S) COST $ | ☐ EQUIPMENT COST $ |

The 160 page workbook integrates math, English, and reading with the very basic everyday experiences of using a calendar, using a phone book, using a road map, comparative shopping, and using post office services.

AUTHOR(S): D. Wiltsie

CONTACT:
Motivational Development, Inc.
P.O. Box 427
Bishop, CA 93414
(619) 873-3983

•LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO:

**TITLE OF RESOURCE:**

LANGUAGE SKILLS FOR LIMITED-ENGLISH-PROFICIENT STUDENTS

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This manual was created to improve the reading and writing skills of vocational/technical/career students whose native language is not English.

Topics included in the manual are:

- Reading for the main idea
- Pre-reading
- Scanning
- Summary writing
- Defining words
- Describing
- Classifying
- Process or task analysis
- Verb tenses

The manual includes exercises for students to complete at their own pace.

CONTACT:

Technical Skills Language Center
Language Arts Division
College of San Mateo
1700 West Hillsdale Blvd.
San Mateo, CA 94402
415/574-6161

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO:

TITLE OF RESOURCE:

LA PUENTE VOCATIONAL ENGLISH
AND BASIC SKILLS CENTER
CURRICULUM

AREAS OF SPECIAL NEEDS:

☐ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: VOCATIONAL EDUCATION

## DESCRIPTION

■ MATERIAL(S) COST $ 15.00 ea
☐ SERVICE(S) COST $ ________
☐ EQUIPMENT COST $ ________

This curriculum includes 2-4 sections for each vocational course:

Auto Body and Fender
Brake and Front End
Auto Mechanics
Machine Shop
Nurse Assistant
Electronics Assembly

Also includes:

A checklist of units
Explanation of how to set up language master
Audio-tape self-study lessons using the materials

PUBLISHED BY: La Puente Valley Adult School, 1986

CONTACT:

La Puente Valley Adult School
320 North Willow
La Puente, CA 91746
213/968-4638

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO:

| | |
|---|---|
| TITLE OF RESOURCE:<br>LEARNING ACTIVITY PACKAGES:<br>AGRICULTURE* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: AGRICULTURAL EDUCATION

## DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

Learning Activity Packets (LAPs) were developed to assist vocational agriculture instructors in teaching handicapped and disadvantaged students. Highly illustrated and simplified, LAPs cover the following topics:

Citrus

Animal Biology

Irrigation

Agriculture Mechanics I

Agriculture Mechanics II, III, IV

Teacher and student manuals included.

NOTE: Part of LAP series: see VOICE Item No. P-9475.

AUTHORS: O.E. Thompson, et al.

CONTACT: State Department of Education Publication Sales
P.O. Box 271
Sacramento, CA 95802
916/445-1261

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 05696

TITLE OF RESOURCE:

LEARNING ACTIVITY PACKETS
FOR VOCATIONAL AGRICULTURE*
PHASE I AND II

AREAS OF SPECIAL NEEDS:

■ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: AGRICULTURAL EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

PHASE I:

Folders contain eleven(11) special education LAPs designed to supplement and/or augment units of instruction from the Introduction to Agriculture Curriculum Guidelines. Material may be adapted to suit individual learning and teaching situations. LAPs include:

- Introduction
- Objectives
- Terminology
- Instructional Information
- Student Evaluation Instruments

Topics covered are:

- Career Exploration
- Agriculture & Society
- Vines & Small Fruit Crops
- Future Farmers of America (FFA)
- Horses
- Wildlife
- Dairy Cattle
- Poultry
- Plant Science
- Forage Crops
- Supervised Occupational Experience Program

Each LAP consists of student material and a teacher's guide. The student material is at a low reading level. Quarterly reports are available.

PHASE II:

Format is the same as Phase I, but contains ten (10) different LAPs covering the following topics:

- Vegetable Crops
- Beef Cattle
- Animal Science
- Field Crops
- Ornamental Horiculture
- Tree Crops
- Swine
- Sheep
- Forestry
- Small Animals

-continued-

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916-445-0401

PLEASE REFER TO ITEM NO: P-9475-D

TITLE OF RESOURCE:

-continued-

LEARNING ACTIVITY PACKETS FOR VOCATIONAL AGRICULTURE*

AREAS OF SPECIAL NEEDS:

■ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: AGRICULTURAL EDUCATION

## DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S) | ☐ SERVICE(S) | ☐ EQUIPMENT |
| COST $ no cost | COST $ | COST $ |

PHASE II (continued):

Spanish language LAPs (with teacher guide) are available for the following topics:

- Las Cosechas Vegtales De Hortalizas
- La Horticultura Ornamental
- La Ciencia De Las Plantas O La Botanica
- Los Animales Silvestres
- Los Programas Supervisados De Experiencia Occupacional
- Las Aves De Corral
- La Silvicultura
- La F.F.F.
- Las Carreras
- El Gando Lanar

NOTE:

When checking out these materials, please specify whether Phase I, Phase II, or the Spanish language LAPs are desired. Only one of the sets may be checked out at any one time.

For additional agriculture LAPs see:

"Learning Activity Packages: Agriculture"
VOICE Item Number 05696

CONTACT:

State Department of Education Publications Sales
P.O. Box 271
Sacramento, CA 95802
916/445-1261

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: p-9475-d

TITLE OF RESOURCE:
LEARNING TO READ IN A MULTICULTURAL SOCIETY: THE SOCIAL CONTEXT OF SECOND LANGUAGE LITERACY*

AREAS OF SPECIAL NEEDS:
☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: GENERAL

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This easy to follow book is for teachers of ESL students - adults or children. Emphasis is on reading as a social activity in the real world, not just as a psychological process. It examines the role of text, reader, and writer in the reading process, and provides practical suggestions, sample materials, and exercises. A bibliography and index are included.

AUTHOR(S): Catherine Wallace, 1986

CONTACT:
VOICE
560 J St.
Sacramento CA 95814

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 09307

TITLE OF RESOURCE:

MAINSTREAMING THE HANDICAPPED
IN VOCATIONAL EDUCATION:
DEVELOPING A PLAN FOR ACTION*

AREAS OF SPECIAL NEEDS:

■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

( Part of a Series)

An instructional plan workbook for vocational educators teaching handicapped students in regular classrooms. (For use after study of other instructional booklets in this series.)

Each page represents a step in developing an instruction plan or evaluating the outcomes; asks key questions, provides space for answers and additional entries by instructors.

Page titles include:

Cooperative Goal Setting
Knowing About the Handicapped Student
Needed Course Modifications
Student Development of Work Attitudes and Habits
Work Placement Consideration

AUTHOR:

Robert Weisgerber, 1977

CONTACT:

Behavorial Science & Technology Group
American Institute for Research
P.O. Box 1113
Palo Alto, CA 94320
415/493-3550

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 00418

**TITLE OF RESOURCE:**

MAINSTREAMING THE HANDICAPPED IN
VOCATIONAL EDUCATION: SERVING THE
COMMUNICATION IMPAIRED*

**AREAS OF SPECIAL NEEDS:**

☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____
☐ EQUIPMENT COST $ ____

(Part of a Series)

This booklet is designed to assist teachers instructing deaf or hard of hearing students and those with speech impairments in regular classrooms.

It discusses the meaning of communication for the handicapped and presents guidelines for developing individualized instruction. It also includes a resource agency listing and an annotated bibliography.

Topics include:

- Vocational educator as a resource
- Capabilities and limitations
- Setting goals
- Periodic assessment

AUTHOR:

Patricia Maloney, 1977

CONTACT:

American Institute for Research
Behavorial Science and Technology Group
P.O. Box 1113
Palo Alto, CA 94320
415/493-3550

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 00412

| | |
|---|---|
| TITLE OF RESOURCE:<br>MAINSTREAMING THE HANDICAPPED<br>IN VOCATIONAL EDUCATION:<br>SERVING THE MENTALLY RETARDED*<br>(PART OF A SERIES) | AREAS OF SPECIAL NEEDS:<br>☒ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

## DESCRIPTION

| | | |
|---|---|---|
| ☒ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ ____________ | ☐ EQUIPMENT<br>COST $ ____________ |

This booklet is designed to assist teachers instructing Educable Mentally Retarded students in regular classrooms. It discusses mental retardation and vocational capabilities and includes guidelines for developing individualized instruction plans, resource agency listing, an annotated bibliography. Topics include:

Vocational educator as a resource
Indicators of vocational growth
Overcoming instructional problems
Assessment of progress
Approaching and working with employers

AUTHOR:

Claudette Smith, 1977

CONTACT:

American Institute for Research
Behavorial Science and Technology Group
P.O. Box 1113
Palo Alto, CA 94320
415/493-3550

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 00413

TITLE OF RESOURCE:

MAINSTREAMING THE HANDICAPPED
IN VOCATIONAL EDUCATION:
SERVING THE ORTHOPEDICALLY
HANDICAPPED*

AREAS OF SPECIAL NEEDS:

■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

( Part of a Series)

This series is designed to assist teachers instructing orthopedically handicapped or health impaired students in regular classrooms. It discusses what orthopedically handicapped means and vocational capabilities. Presents guidelines for developing individualized instruction plans.

This series also includes a resource agency listing and annotated bibliography. Topics include:

Vocational educator as a resource
Obtaining student background information
Planning for assessment
Indicators of vocational growth
Documenting efforts and outcomes

AUTHOR(S): Robert Weisbgerber and Winnie Bachman, 1977

CONTACT:
Behavorial Science and Technology Group
American Institute for Research
P.O. Box 1113
Palo Alto, CA 94320
415/493-3550

*LOAN COPY
AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO: 00414

|  |  |
|---|---|
| TITLE OF RESOURCE:<br>MAINSTREAMING THE ORTHOPEDICALLY HANDICAPPED, HEARING IMPAIRED, VISUALLY IMPAIRED, AND LEARNING HANDICAPPED* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

# DESCRIPTION

|  |  |  |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

These booklets are written for teachers who have handicapped students in their classes and need some information on working with the handicapped. Each of the booklets follows the same format:

- Characteristics and needs of individuals with a particular handicap
- Teaching techniques
- Equipment and tool modification
- Resources

The booklets are a series covering the following areas of instruction:

- Auto mechanics
- Drafting
- Construction
- Technology
- Metalworking

PUBLISHED BY:

Office of Vocational Education, 1982

CONTACT:

Industrial Technology Education Unit
Field Operations Section
California Department of Education
721 Capitol Mall
Sacramento, CA 95814
916/445-3314

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 07243

TITLE OF RESOURCE:
MAKE YOUR OWN LANGUAGE PERFORMANCE TESTS*

AREAS OF SPECIAL NEEDS:
☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This practical guide instructs teachers on how to construct communicative tests for students according to specific circumstances in which the teacher and learner work. It includes guidelines for designing, developing, and administering tests. Lengthy resource list is included.

AUTHOR(S): Brendan J. Carroll and Patricia J. Hall, 1985

CONTACT: VOICE
560 J St.
Sacramento CA 95814

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 09339

TITLE OF RESOURCE:

MAKING ENGLISH WORK, VOL. I:
INDUSTRIAL ENGLISH CURRICULUM*

AREAS OF SPECIAL NEEDS:

☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: INDUSTRIAL TECHNOLOGY EDUCATION

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This curriculum guide is designed for students in machine shop classes who have limited English skills. Instruction links language goals and vocational goals in each lesson.

Topics covered include:

- Work safety
- Reporting an absence
- Completing insurance forms
- Machine shop fundamentals
- Occupational VESL
  - Silicone molding
  - Die casting
  - Contact assembly

AUTHOR: Florence Young, 1983

CONTACT: Coastline Community College
10231 Slater Avenue
Fountain Valley, CA 92708
714/963-0811

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO: 07975

| | |
|---|---|
| TITLE OF RESOURCE:<br>MAKING ENGLISH WORK, VOL. II: COMMUNICATION SKILLS FOR NON-NATIVE ENGLISH SPEAKING ENGINEERS* | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>☐ Disadvantaged<br>■ Limited-English-Proficient |

PROGRAM AREAS: INDUSTRIAL TECHNOLOGY EDUCATION

## DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This curriculum guide is designed for students with limited English skills, enrolled in engineering programs. Speech, reading and listening comprehension, telephone communications, idioms, non-verbal communications and cultural considerations are emphasized. Self-directed projects are also provided, to be used at the conclusion of the course to measure communication competency.

AUTHOR: Sheryl Lee, 1983

CONTACT:
Coastline Community College
10231 Slater Avenue
Fountain Valley, CA 92708
714/963-0811

| | |
|---|---|
| *LOAN COPY 8-485-0401<br>AVAILABLE THROUGH VOICE 916-445-0401 | PLEASE REFER TO ITEM NO: 07976 |

TITLE OF RESOURCE:
MAKING ENGLISH WORK, VOL. III:
ENGLISH FOR THE PLASTICS
INDUSTRY*

AREAS OF SPECIAL NEEDS:
☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: INDUSTRIAL TECHNOLOGY EDUCATION

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This curriculum guide was designed to be used for a cooperative worksite VESL program for limited-English-proficient plastic industry workers. Stresses basic communication skills and vocationally linked language development, including specific vocabulary, instructions and commands, machine parts and quality control.

AUTHOR: George S. Dooley, 1983

CONTACT: Coastline Community College
10231 Slater Avenue
Fountain Valley, CA 92708
714/963-0811

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 07977

TITLE OF RESOURCE:

MEDIA AND CURRICULUM
DEVELOPMENT FOR THE
HANDICAPPED*

AREAS OF SPECIAL NEEDS:

☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: VOCATIONAL EDUCATION

## DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

Twenty-nine individualized multi-sensory instructional curricula were developed to serve handicapped students in the areas of Agriculture, Automotive, Construction, Manufacturing, Medical, Office, Product/Public Service and Retail Occupations.

The following modules contain written materials only:

Illustration/Layout
Career Awareness and Vocational Resources
Guidelines for a Vocational Assessment System
Horticulture Matrix
Special Education Assistant in Vocational Education

The following modules contain written materials and audio-visual equipment as noted:

( c=cassette tape, s=slides, and p=photographs )

Video Products (c,s)
Propagation Specialty and Moss Basket (c,s)
Basic and Intermediate Custodial Occupations (c,s)
Keypunch-beginning (s)
Drywall/Tapers Helper (p)
Training Methods in Housekeeping & Bedmaking (s)
Basic Plastics (c,s)
Graphics/In Plant Printing (s)
AB Dick 350 Press Operation (c,s)
Manual Dexterity Development (s)
Auto Service Station Attendant (c,s)
Auto Service Center (c,s)

-CONTINUED-

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916-445-0401

PLEASE REFER TO ITEM NO: p3009751av

TITLE OF RESOURCE:

MEDIA AND CURRICULUM
DEVELOPMENT FOR THE
HANDICAPPED* page 2

AREAS OF SPECIAL NEEDS:

☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: VOCATIONAL EDUCATION

## DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ________
☐ EQUIPMENT COST $ ________

-CONTINUED-

Tune-up Mechanic (c)
Food Services/Waiter or Waitress (p)
Retail Store/Warehouse and Receiving (p)
Bonsai (c,p)
Word Processing for the Blind (c)
Floriculture (c,s)
Power Landscaping Equipment (s)

DATE OF PUBLICATION: 1980

CONTACT: North Orange County Regional Occupational Program
2360 West La Palma Avenue
Anaheim, CA 92801
714/776-2170 ext.210

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: p3009751av

| | |
|---|---|
| TITLE OF RESOURCE:<br>MEDICAL LANGUAGE<br>(A Survival Vocabulary) | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>■ Disadvantaged<br>■ Limited-English-Proficient |

PROGRAM AREAS: HEALTH CAREERS EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ 3.45

☐ SERVICE(S) COST $ ______

☐ EQUIPMENT COST $ ______

This text concentrates on words that are important in finding one's way around and understanding what goes on at a medical center or hospital. Each word is phonetically respelled, defined, and used in a sentence when first introduced. A guide to phonetic respellings is included.

There are 5 units, each with its own pretest review and post-test.

A teacher's manual is included FREE.

AUTHOR: J. Richey, 1980

CONTACT: Janus Book Publishers
2501 Industrial Parkway West
Hayward, CA 94545
415/785-9625

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO:

| | |
|---|---|
| TITLE OF RESOURCE:<br>MODIFICATION OF INSTRUCTIONAL MATERIALS FOR SPECIAL NEEDS STUDENTS IN BUSINESS EDUCATION CLASSES* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: BUSINESS EDUCATION

## DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ ____________ | ☐ EQUIPMENT<br>COST $ ____________ |

This guide assists special needs instructors and Business Education teachers in mainstreaming handicapped students into the business classroom. It discusses objectives, handicapping conditions, classroom environment, modification of learning material, teaching techniques, peer tutoring, grading, time management, equipment, and related software.

AUTHOR(S): University of Northern Iowa, 1986

CONTACT:
VOICE
560 J St.
Sacramento CA 95814

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 08441

TITLE OF RESOURCE:
NATIVE AMERICAN PROGRAM*

AREAS OF SPECIAL NEEDS:
☐ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: GENERAL

## DESCRIPTION

■ MATERIAL(S) COST $ varies
☒ SERVICE(S) COST $ varies
☐ EQUIPMENT COST $

The purposes of this program are to help Indian students: remain in school; understand the need for good attendance habits; achieve higher proficiency levels in their curriculum study; meet other than academic needs in order to develop positive self-image; enroll in vocational and occupational training classes. Native American aides work cooperatively with students, teachers, and parents and provide tutoring as needed. Aides also coordinate parent visits and sponsor a youth club. The program was designated a Noteworthy Practice by the State Department of Education. Available products: Indian education program outline methods used in student contacts, monitoring and follow-up. Occupational Training classes offered and job training provided as it relates to the local job market. Services: staff are available for meetings and school site visits.

CONTACT:
VOICE
560 J St.
Sacramento CA 95814

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 07068-PRO

|  |  |
|---|---|
| **TITLE OF RESOURCE:**<br>THE NEW ARRIVAL: ESL STORIES FOR ESL STUDENTS* | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>☐ Disadvantaged<br>■ Limited-English-Proficient |

**PROGRAM AREAS:** CAREER GUIDANCE

## DESCRIPTION

|  |  |  |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ ______ | ☐ EQUIPMENT<br>COST $ ______ |

These two illustrated books were written for the intermediate student. They present stories and exercises to generate conversation in the classroom. Topics include: "Life in Thailand," "Asking for Directions," and "A Day at the Employment Office". Teaching suggestions are provided for each exercise.

AUTHOR(S): Laurie Kuntz, 1982

CONTACT: VOICE
560 J St.
Sacramento CA 95814

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

**PLEASE REFER TO ITEM NO:** 09326

TITLE OF RESOURCE:

THE NURSE ASSISTANT

AREAS OF SPECIAL NEEDS:

☐ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: HEALTH CAREERS EDUCATION

## DESCRIPTION

■ MATERIAL(S) COST $ text: 13.95
☐ SERVICE(S) COST $ __________
☐ EQUIPMENT COST $ __________

3.95 Instructor's Manual

Contents covered in the text include:

- Interpersonal relations in patient care
- Orientation
- Anatomy and physiology
- Occupied and unoccupied units
- Equipment and supplies
- Safety
- Admission and discharge
- Temperature, pulse, respiration
- Personal care
- Food Service
- Patient records
- Body mechanics
- Patient care under various conditions

This revised edition has added two new chapters entitled:

"Care of the Geriatric Patient"

"Care of the Emergency Room Patient"

AUTHORS: Donovan, Belsjoe and Dillon, 1978
Second Edition

CONTACT: Gregg/McGraw-Hill
8171 Redwood Highway
Novato, CA 94947
415/897-6592

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO:

TITLE OF RESOURCE:

PHRASES FOR DENTAL ASSISTANTS*

AREAS OF SPECIAL NEEDS:

☐ Handicapped
☐ Disadvantaged
☒ Limited-English-Proficient

PROGRAM AREAS: HEALTH CAREERS EDUCATION

## DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This manual and accompanying cassettes provide phrases for dental assistants translated into:

Spanish
Cantonese
Tagalog
Vietnamese
Laotian
Cambodian

Phrases include those most often used by the dental assistant.

These materials were developed primarily for use by the limited-English-proficient dental assistant students to improve their English skills. May also be used to help other students learn key phrases in the primary foreign language of the community.

AUTHOR: Barbara Nemko, 1985

CONTACT: California Department of Education
Career-Vocational Preparation Division
721 Capitol Mall, 4th Floor
Sacramento, CA 95814
415/897-6592

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 8232-AV

TITLE OF RESOURCE:

PHRASES FOR NURSING ASSISTANTS*

AREAS OF SPECIAL NEEDS:

☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: HEALTH CAREERS EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $ ________

☐ EQUIPMENT COST $ ________

This manual and accompanying cassettes of medical phrases are translated into Spanish, Cantonese, Tagalog, Vietnamese, Laotian, and Cambodian and includes those most often used by the nursing assistant.

Developed primarily for use by limited-English-proficient nursing assistant students to improve their English skills. May also be used to help other students learn key phrases in the primary foreign language of the community.

AUTHOR: Barbara Nemko, 1985

CONTACT: California Department of Education
Career-Vocational Preparation Division
721 Capitol Mall
4th Floor
Sacramento, CA 95814
415/897-6592

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 08231-av

TITLE OF RESOURCE:
PHYSICAL EDUCATION FOR
INDIVIDUALS WITH
EXCEPTIONAL NEEDS*

AREAS OF SPECIAL NEEDS:
☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This manual was designed for the Special Education Resource Network staff, to be used as a guide in developing inservice training in Adapted Physical Education for special education teachers, resource specialists, regular classroom teachers, regular physical education teachers, administrators and parents.

This manual is divided into four resource modules:

Legislation
Eligibility and Assessment
Activities for Students
Annotated Bibliography

Any section within a module may be used alone.

This manual concludes with a list of institutions which issue credentials in Adapted Physical Education and a list of resource organizations.

AUTHOR: Janet A. Seman, 1984

CONTACT:
Specific Education Resource Network
Office of Special Education Personnel Development
California Department of Education
721 Capitol Mall
Sacramento, CA 95814
916/445-4036

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 07681

| | |
|---|---|
| TITLE OF RESOURCE:<br>POSITIVE FAILURE* | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

Videotape of an address to California educators concerning the phenomenon of "learned helplessness", whereby a student will stop trying because of past failures and the belief that he or she will only fail again. Encourages teachers to use "positive failure" methods (to reward the efforts of children who fail by pointing out the positive aspects of the child's behavior or response.) VHS format.

RELATED INFORMATION: Film selected for Project Encore displaced homemakers program. Refer to VOICE #05109 for information regarding this project.

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 01824-AV

**TITLE OF RESOURCE:**

PROJECT HEART (HEALTH OCCUPATIONS EMPLOYMENT AFTER REALISTIC TRAINING)*

**AREAS OF SPECIAL NEEDS:**

☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** HEALTH CAREERS EDUCATION

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This manual was developed to aid vocational health educators to adequately meet the needs of the handicapped student and to train and place him/her in the medical and dental health fields.

Included are teaching techniques for handicapped students, counseling aids, and resources available to instructors and students. It also includes an inservice training guide for vocational educators focusing on effective communication skills with special needs students.

CONTACT: North Orange County Regional Occupational Program
2360 W. La Palma Avenue
Anaheim, CA 92801
714/776-2170

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 08305

TITLE OF RESOURCE:

PROMISING PROGRAMS AND PRACTICES:
VOCATIONAL EDUCATION FOR LIMITED ENGLISH
PROFICIENT STUDENTS*

AREAS OF SPECIAL NEEDS:

☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

Vocational LEP training model is based on the characteristics of seven successful LEP adult programs. Provides practical information to educators who are directly involved in LEP programs. Sections discuss promising program characteristics, promising practices, and a list of exhibits (forms, lesson plans, exercises, etc.).

AUTHOR(S): Chinatown Resources Development Center, 1985

CONTACT: VOICE
560 J St.
Sacramento CA 95814

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 00389

TITLE OF RESOURCE:

PROMOTING STUDENT ACHIEVEMENT:
TEACHING BEHAVIORS THAT WORK*

AREAS OF SPECIAL NEEDS:

☐ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: GENERAL

## DESCRIPTION

■ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $ ____________

☐ EQUIPMENT COST $ ____________

This booklet is designed to give a brief overview of academically disadvantaged students and provides teaching strategies that can help teachers promote student achievement.

Special emphasis is given to limited English proficient needs. Provides accompanying bibliography and glossary.

AUTHOR: Joan Martin, 1983

CONTACT: San Diego State University
School of Education
College Avenue
San Diego, CA
619/265-6221

*LOAN COPY
AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO: 07819

| | |
|---|---|
| TITLE OF RESOURCE:<br>PUZZLED ABOUT EDUCATING SPECIAL NEEDS STUDENTS? A HANDBOOK ON MODIFYING VOCATIONAL CURRICULA FOR HANDICAPPED STUDENTS | AREAS OF SPECIAL NEEDS:<br>☒ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

| | | |
|---|---|---|
| ☒ MATERIAL(S)<br>COST $ 30.00 | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This 486 page publication is a guide to effectively modify secondary and postsecondary vocational education programs to serve individuals who are disabled. Modifications in six different disability areas are covered along with interagency linkages, assessment, and models of services delivery. An instructor's guide is also included.

CONTACT: Vocational Studies Center
University of WI-Madison
964 Educational Sciences Bldg.
1025 West Johnson Street
Madison, WI 53706
(608) 263-4357

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO:

| | |
|---|---|
| **TITLE OF RESOURCE:**<br>READING AND FOLLOWING<br>DIRECTIONS | **AREAS OF SPECIAL NEEDS:**<br>■ Handicapped<br>■ Disadvantaged<br>■ Limited-English-Proficient |

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ 3.95 | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This 64-page workbook contains eight (8) units and a guide to phonetic spelling:

- One-Step Directions
- Directions with Two or More Steps
- Making and Assembling Things
- Using Appliances
- Making Things to Eat
- Danger! Watch Out!
- Reading Labels
- Giving Directions

Student exercises include checkpoint and word-check activities for vocabulary review.

The teacher's manual provides teaching suggestions, vocabulary list of phonetically re-spelled words, and an answer key.

AUTHOR: Winifred Roderman, 197

CONTACT: Janus Book Publishers
2501 Industrial Parkway West
Hayward, CA 94545
415/785-9625

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO:

| | |
|---|---|
| TITLE OF RESOURCE:<br>REAL LIFE READING SKILLS* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>■ Disadvantaged<br>■ Limited-English-Proficient |

PROGRAM AREAS: HOME ECONOMICS EDUCATION

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ 2.95 | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This text-workbook contains six chapters which deal with consumer education information while addressing basic reading skill problems. Chapter titles include:

- Reading Signs and Labels
- Following Directions
- Reading and Filling in Forms and Applications
- Using Reference Material
- Reading Newspapers
- Consumer Education

Each chapter contains vocabulary and comprehension reviews along with review tests.

AUTHOR: B. Levin, 1981

CONTACT: Scholastic Book Services
Far West Region
5675 Sunol Boulevard
Pleasanton, CA 94566
415/462-8250

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 06477

**TITLE OF RESOURCE:**
SKILLS FOR EVERYDAY LIVING, BOOK 1

**AREAS OF SPECIAL NEEDS:**
- ■ Handicapped
- ■ Disadvantaged
- ■ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

## DESCRIPTION

■ MATERIAL(S) COST $ $6.50 ☐ SERVICE(S) COST $ ______ ☐ EQUIPMENT COST $ ______

The 145 page workbook covers a wide range of project-type problems faced in everyday life including sales slips and making change, savings accounts, phone bills, social security, understanding percentages and applying for a job.

AUTHOR(S): D. Wiltsie

CONTACT: Motivational Development, Inc.
P.O. Box 427
Bishop, CA 93414
(619) 873-3983

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO:

| | |
|---|---|
| TITLE OF RESOURCE:<br>SKILLS FOR EVERYDAY LIVING, BOOK 2 | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>■ Disadvantaged<br>■ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ $7.00 | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

A 160 page text-workbook that deals with some of the more complicated math skills used in everyday life situations including buying a car and auto insurance, budgeting for a family, checking accounts, credit cards, and federal income tax.

AUTHOR(S): D. Wiltsie

CONTACT: Motivational Development, Inc.
P.O. Box 427
Bishop, CA 93414
(619) 873-3983

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO:

**TITLE OF RESOURCE:**

A STUDY OF WORD PROCESSING COMPETENCIES WITH IMPLICATIONS FOR TRAINING OF HANDICAPPED AND/OR DISADVANTAGED STUDENTS*

**AREAS OF SPECIAL NEEDS:**

☒ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** BUSINESS EDUCATION

## DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

A study of data needed to develop a word processing curriculum that handicapped and disadvantaged students specifically, and community college students in general, could use.

The study was conducted in connection with the Saddleback College in Orange County, California. Literature on the subject is reviewed, data is collected from 100 local businesses and analyzed. Recommendations are made for training the handicapped and disadvantaged in word processing systems related to business office needs.

CONTACT: Saddleback Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92691
714/831-4500

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: P-30-08-45

**TITLE OF RESOURCE:**
SPANISH VOCATIONAL GUIDANCE PROJECT*

**AREAS OF SPECIAL NEEDS:**

- ☐ Handicapped
- ☐ Disadvantaged
- ■ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ ______ | ☐ EQUIPMENT<br>COST $ ______ |

This three-year project produced a series of vocational guidance materials for Spanish-speaking students in grades 9-12. Materials were developed in the first year and field-tested in 12 California schools in the second year. This second year final report contains notes and comments on the field test, a process evaluation, the field test design, and sample evaluation forms used in the test. Guidance materials produced by this project are entitled "Mi Carerra" and are available from VOICE as #01309.

AUTHOR(S): Santa Clara County Office of Education, 1985

CONTACT:
VOICE
560 J St.
Sacramento CA

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 05562

| | |
|---|---|
| TITLE OF RESOURCE:<br>STRATEGIES FOR TEACHING BASIC SKILLS IN VOCATIONAL EDUCATION* | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: VOCATIONAL EDUCATION

## DESCRIPTION

■ MATERIAL(S) COST $ no cost　☐ SERVICE(S) COST $ ______　☐ EQUIPMENT COST $ ______

Handbook assists vocational educators with strategies to reinforce academic skills of students with deficiencies in the following areas: reading comprehension, study skills, vocabulary, structural analysis, writing, proofreading, oral expression, listening skills, and computation. Includes various sample tests.

AUTHOR(S): Barbara Nemko, 1986

CONTACT: VOICE
560 J Street
Sacramento, CA 95814

*LOAN COPY
AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO: 01522

**TITLE OF RESOURCE:**

A SURVIVAL VOCABULARY
(a series of 10 booklets)

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
☐ Disadvantaged
☒ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

☒ MATERIAL(S) COST $ see below
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

These booklets are designed to build vocabulary in the following language areas:

Clothing
Drugstore
Entertainment
Job Applications
Restaurant
Supermarket
Banking
Credit
Driving
Medical

Booklets cost $3.45 each, flashcards $3.05 each.

AUTHOR:

Jim Rickey, 1980

CONTACT:

Janus Book Publishers
2501 Industrial Parkway West
Hayward, CA 94545
415/785-9625

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401
916-445-040

PLEASE REFER TO ITEM NO:

**TITLE OF RESOURCE:**

TECHNOLOGY IN THE CURRICULUM
MATHEMATICS RESOURCE GUIDE
A GUIDE TO THE USE OF COMPUTERS AND
VIDEO IN MATHEMATICS

**AREAS OF SPECIAL NEEDS:**

■ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ **MATERIAL(S)** COST $ $95.00
☐ **SERVICE(S)** COST $ ______
☐ **EQUIPMENT** COST $ ______

These materials include four resource guides, one each in the areas of mathematics, science, history/social science, and English/language arts; four data disks reflecting the printed information in these areas; and a fifth volume which consists of the documentation for **DataRelator**, a new data base management program developed for this project.

Entire package is $95.00 plus sales tax.

AUTHOR(S): Lawrence Hall of Science
University of California, Berkeley

CONTACT: Publications Sales
California State Department of Education
P.O. Box 271
Sacramento, CA 95802-0271

***LOAN COPY** 8-485-0401
**AVAILABLE THROUGH VOICE** 916-445-0401

**PLEASE REFER TO ITEM NO:**

**TITLE OF RESOURCE:**
TOPICS IN INTERCULTURAL STUDIES FOR STUDENTS OF ENGLISH-AS-A-SECOND-LANGUAGE*

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ **MATERIAL(S)** **COST $** no cost
☐ **SERVICE(S)** **COST $** ____________
☐ **EQUIPMENT** **COST $** ____________

This workbook contains a series of articles to provide students of English-as-a-second-language with an understanding of the evolution of the values and beliefs of American culture. It includes a glossary of terms and discussion questions for each article.

AUTHOR(S): Olivia Mercada, 1985

CONTACT: VOICE
560 J St.
Sacramento CA 95814

***LOAN COPY AVAILABLE THROUGH VOICE** 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:** 09265

TITLE OF RESOURCE:
TYPING FOR INDIVIDUAL ACHIEVEMENT*

AREAS OF SPECIAL NEEDS:
■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: BUSINESS EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This Text is designed to be taught either individually or in a class, and is set in extra-large typeface to make it possible for the visually handicapped to read it. Typing course is broken down into several components:

The alphabet
Numbers
Symbols
Typing under timed conditions
Spell and Type
Reference sections

AUTHOR: Jack Heller, 1981

CONTACT: Gregg/McGraw-Hill
8171 Redwood Highway
Novato, CA 94947
415/897-6592

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 04692

| | |
|---|---|
| TITLE OF RESOURCE:<br>VESL COMPETENCIES<br>LANGUAGE ASSESSMENT* | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>☐ Disadvantaged<br>■ Limited-English-Proficient |

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This Curriculum Guide is designed for limited non-English-speaking vocational students in the areas of electronics, machine shop and clerical occupations.

Includes language competencies, activities and suggested strategies to link ESL curriculum with vocational instruction.

PUBLISHED BY: Orange County Consortium for Competency Based JTPA Vocational Training

CONTACT:
Florence Young
Coastline Community College
11460 Warner Avenue
Fountain Valley, CA
714/770-7818

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 07974

| | |
|---|---|
| TITLE OF RESOURCE:<br>VESL: MACHINE TECHNOLOGY* | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>☐ Disadvantaged<br>■ Limited-English-Proficient |

PROGRAM AREAS: INDUSTRIAL TECHNOLOGY EDUCATION

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This Curriculum Guide is aimed at teachers of limited-English-speaking students in machine technology classes. Improves their knowledge of English needed for success in the classrooms and for job interviews. Focuses on oral exercises to teach students to use vocational language in natural conversation.

The Guide is comprised of three components:

Tools
Math Terms
The Job Interview

Units contain objectives, resource lists, vocabulary lists and exercise materials.

AUTHOR: Pat Lamborn

CONTACT: San Jose City College
2100 Moorpark Avenue
San Jose, CA
408/298-2181

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 07559

| | |
|---|---|
| TITLE OF RESOURCE:<br>VESL: VOCATIONAL ENGLISH AS A SECOND LANGUAGE* | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>☐ Disadvantaged<br>■ Limited-English-Proficient |

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost ☐ SERVICE(S) COST $ ______ ☐ EQUIPMENT COST $ ______

This Workbook is designed to help limited-English-speaking students in electronics classes improve their knowledge of English needed to succeed in electronics classrooms. Teaches students basic terminology and how to pronounce words clearly and correctly.

The following units, which may be used independently from one another, are provided:

Safety
Hand Tools
Measuring Electricity
Component Identification
Function and Basic Soldering

The units contain comprehension exercises, dialogs, vocabulary lists and pronunciation exercises.

AUTHOR: Virginia Scales

CONTACT:

San Jose City College
2100 Moorpark Avenue
San Jose, CA 95115
408/298-2181

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 07558

| | |
|---|---|
| TITLE OF RESOURCE:<br>VESL FOR SEWING * | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>☐ Disadvantaged<br>■ Limited-English-Proficient |

PROGRAM AREAS: HOME ECONOMICS EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $ ____________

☐ EQUIPMENT COST $ ____________

The student workbook and teacher's guide provides LEP students with a vocabulary for use in communicating in power sewing. It is designed for a 45-60 hour course taught concurrently with a VESL for Retailing course. The curriculum content prepares low level English speakers for sewing in either commerical settings or for sale of handcrafted items in a cooperative store.

AUTHOR(S): Phyllis Goddard, 1986

CONTACT: VOICE
560 J St.
Sacramento CA 95814

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AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 09049

228

TITLE OF RESOURCE:
VESL SECRETARIAL SCIENCE INSTRUCTION
MANUAL *

AREAS OF SPECIAL NEEDS:
☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: BUSINESS EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This manual consists of twenty lessons designed to assist ESL secretarial students in finding and keeping a job. Such topics as locating a job, interviewing, resumes, job assessment, and working with people are examined.

AUTHOR(S): Barbara Shovers, 1983

CONTACT: VOICE
560 J STREET
Sacramento, CA 95814

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO: 09533

|  |  |
|---|---|
| **TITLE OF RESOURCE:**<br>VIETNAMESE GUIDANCE PROJECT:<br>YEAR ONE FINAL REPORT * | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>☐ Disadvantaged<br>■ Limited-English-Proficient |

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This report examines the quality of career/vocational guidance curriculum for Vietnamese-speaking high school students. The project surveyed and consulted county offices of education, school districts, and Vietnamese parents to develop a field test for the evaluation of new educational materials being presented to Vietnamese students. It contains the survey used, a list of advisory committee members, agendas from the meetings, the field-test plans and materials, and evaluation of the project.

AUTHOR(S): John Patterson and Denise Douglas, 1986

CONTACT: VOICE
560 J Street
Sacramento, CA 95814

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

**PLEASE REFER TO ITEM NO:** 09504

**TITLE OF RESOURCE:**
VISUAL AIDS FOR CLASSROOM
INTERACTION*

**AREAS OF SPECIAL NEEDS:**
■ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ **MATERIAL(S)** COST $ no cost
☐ **SERVICE(S)** COST $ ____________
☐ **EQUIPMENT** COST $ ____________

This book contains 12 articles providing examples of visual aids designed to enhance lectures and develop classroom interaction. The games, activities, and illustrations may be copied.

AUTHOR(S): Susan Holden, 1980

CONTACT: VOICE
560 J Street
Sacramento, CA 95814

***LOAN COPY AVAILABLE THROUGH VOICE** 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:** 09538

**TITLE OF RESOURCE:**

VOCATIONAL/CAREER EDUCATION
FOR HANDICAPPED INDIVIDUALS
IN CALIFORNIA*

**AREAS OF SPECIAL NEEDS:**

■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This manual presents inservice training and model program listings plus a compilation of available resources in the field of vocational education for disabled students, at all educational levels.

Each program or resource listing provides:

Title
Funding Source
Audience
Content
Intended Learner Outcomes
Format and Techniques
Required Time, Cost
Materials and Contract

AUTHOR: Judith M. Grayson, 1981

CONTACT: California Department of Education
Vocational Education Division
721 Capitol Mall
Sacramento, CA 95814
916/445-3314

*LOAN COPY
AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

**PLEASE REFER TO ITEM NO:** 05552

| | |
|---|---|
| TITLE OF RESOURCE:<br>VOCATIONAL EDUCATION PROGRAM COURSE STANDARDS: SPECIAL NEEDS PROGRAMS* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: VOCATIONAL EDUCATION

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This guide contains curriculum frameworks and performance standards for special needs programs at the secondary and postsecondary levels. The programs provide individualized instruction to educationally disadvantaged and handicapped students in the areas of basic skills, employability behavior training, occupational exploration, and job preparation.

AUTHOR(S): Florida State Department of Education, 1986

CONTACT: Florida State Department of Education
Tallahassee, FL

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 06069

**TITLE OF RESOURCE:**
VOCATIONAL ENGLISH AS A SECOND LANGUAGE FOR AUTO MECHANICS: VOLUMES I, II, AND III*

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
☐ Disadvantaged
☒ Limited-English-Proficient

**PROGRAM AREAS:** INDUSTRIAL TECHNOLOGY EDUCATION

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This teacher's guide contains instructional materials for an auto mechanics course for high intermediate or advanced vocational English as a Second Language students. It introduces basic car parts vocabulary, safety, and hand tools. It includes readings, diagrams, exercises, and tests.

AUTHOR(S): Marian Thacher and Kieran Moran, 1986

CONTACT:
VOICE
560 J STREET
Sacramento, CA 95814

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:** 09470

**TITLE OF RESOURCE:**

VOCATIONAL ENGLISH AS A SECOND LANGUAGE FOR BUILDING CONSTRUCTION*

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

## DESCRIPTION

■ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $ __________

☐ EQUIPMENT COST $ __________

This curriculum guide contains instructional materials designed to prepare beginning and intermediate level English-as-a-second-language students for vocational classes and entry-level jobs in building construction trade. It presents vocabulary of job related tasks through the use of visuals, exercises, and dialogues. It includes teacher's instructions.

AUTHOR(S): Autumn Keltner, 1985

CONTACT:
VOICE
560 J Street
Sacramento, CA 95814

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PLEASE REFER TO ITEM NO: 09467

| | |
|---|---|
| **TITLE OF RESOURCE:**<br>VOCATIONAL ENGLISH AS A SECOND LANGUAGE (VESL) FOR ELECTRONICS ASSEMBLY* | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>☐ Disadvantaged<br>■ Limited-English-Proficient |

**PROGRAM AREAS:** GENERAL

## DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ ____________ | ☐ EQUIPMENT<br>COST $ ____________ |

This module teachs limited English speakers the basic English skills necessary for employment in the electronics assembly field. Provides student worksheets for practice in relevant vocabulary, phrases and dialogues.

AUTHOR(S): John Latkiewicz, 1982

CONTACT:
VOICE
560 J Street
Sacramento, CA 95814

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 09529

**TITLE OF RESOURCE:**
VOCATIONAL ENGLISH AS A SECOND LANGUAGE FOR ELECTRONICS TECHNICIANS*

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** INDUSTRIAL TECHNOLOGY

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ______
☐ EQUIPMENT COST $ ______

This curriculum guide is for intermediate level vocational English as a second language for electronics technicians. It presents basic math vocabulary, the decimal and binary number systems, and theoretical and technical terminology. It contains pre- and post-tests, exercises, readings, and close tests.

AUTHOR(S): Rosemarie Bahmaine, et.al., 1985

CONTACT: VOICE
560 J St.
Sacramento CA 95814

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 09468

| | |
|---|---|
| **TITLE OF RESOURCE:**<br>VOCATIONAL ENGLISH AS A SECOND LANGUAGE FOR FARMERS: VOLUMES I AND III* | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>☐ Disadvantaged<br>■ Limited-English-Proficient |

**PROGRAM AREAS:** AGRICULTURAL EDUCATION

## DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This curriculum guide contains instructional materials for a course in vocational English as a second language for farming. Included are readings, visuals, and comprehensive exercises to teach vocabulary and concepts. Also included are teacher's guide and competency objectives.

AUTHOR(S): Roberta H. Merker, 1985

CONTACT: VOICE
560 J STREET
Sacramento, CA 95814

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:** 09472

**TITLE OF RESOURCE:**

VOCATIONAL ENGLISH AS A SECOND LANGUAGE
FOR GARDENING: TEACHER'S GUIDE AND
STUDENT GUIDE*

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** AGRICULTURAL EDUCATION

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S) COST $ no cost | ☐ SERVICE(S) COST $ | ☐ EQUIPMENT COST $ |

This teacher's guide contains lesson plans and suggested activities for a 60 hour vocational English as a second language course in gardening procedures through pictures, readings, and problem solving exercises. It contains master transparencies and tests. Student guide is included.

AUTHOR(S): Autumn Keltner et.al., 1986

CONTACT: VOICE
560 J STREET
Sacramento, CA 95814

*LOAN COPY
AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO: 09471

|  |  |
|---|---|
| **TITLE OF RESOURCE:**<br>VOCATIONAL ENGLISH AS A SECOND LANGUAGE FOR MACHINE SHOP * | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>☐ Disadvantaged<br>■ Limited-English-Proficient |

**PROGRAM AREAS:** INDUSTRIAL TECHNOLOGY EDUCATION

# DESCRIPTION

|  |  |  |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ ____________ | ☐ EQUIPMENT<br>COST $ ____________ |

This curriculum is for a five week course in vocational English as a second language for machine shop. It includes mathematics, measurement, blueprint reading, machine tool construction and operation, and communication skills. It contains worksheets, listening dictation exercises, and exams.

AUTHOR(S): Roberta H. Merker, 1986

CONTACT: VOICE
560 J Street
Sacramento, CA 95814

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 09465

**TITLE OF RESOURCE:**
VOCATIONAL ENGLISH AS A SECOND LANGUAGE
FOR RETAILING*

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** CAREER GUIDANCE

# DESCRIPTION

■ **MATERIAL(S)** COST $ no cost
☐ **SERVICE(S)** COST $ ____________
☐ **EQUIPMENT** COST $ ____________

This teacher's guide is for a job search curriculum for English-as-a-Second-Language students features seven modules which build skills sequentially. Worksheets and sample forms provide instruction in completing job applications, scheduling interviews, participating in interviews, and locating job opportunities.

AUTHOR(S): Roberta Merker, 1985

CONTACT:
VOICE
560 J STREET
Sacramento, CA 95814

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916-445-0401

**PLEASE REFER TO ITEM NO:** 09466

**TITLE OF RESOURCE:**
VOCATIONAL MATH SERIES

**AREAS OF SPECIAL NEEDS:**
- ☒ Handicapped
- ☒ Disadvantaged
- ☒ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

## DESCRIPTION

☒ **MATERIAL(S)** **COST $** $16.50
☐ **SERVICE(S)** **COST $** ____________
☐ **EQUIPMENT** **COST $** ____________

A set of 9 workbooks, 32-48 pages each. Four introductory books provide instruction in working with fractions, decimals, percent, measurement systems, simple algebra and geometry. Other books deal with machine math, carpentry, electric circuits, math for salespersons, and math for employment and business.

Individual books are $1.55./$1.95.

CONTACT: Motivational Development, Inc.
P.O. Box 427
Bishop, CA 93414
(619) 873-3983

***LOAN COPY** **8-485-0401**
**AVAILABLE THROUGH VOICE** **916-445-0401**

**PLEASE REFER TO ITEM NO:**

**TITLE OF RESOURCE:**
WORK EXPERIENCE EDUCATION INSTRUCTIONAL GUIDE

**AREAS OF SPECIAL NEEDS:**
☒ Handicapped
☒ Disadvantaged
☒ Limited-English-Proficient

**PROGRAM AREAS:** CAREER GUIDANCE

# DESCRIPTION

| | | |
|---|---|---|
| ☒ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

Work Experience Instructional Guide contains 94 lessons written for the 5th grade reading level. Teachers Manual and Work Permit Handbook are also available.

CONTACT: California State Department of Education
P.O. Box 271
Sacramento, CA 95802

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|---|---|
| *LOAN COPY 8-485-0401<br>AVAILABLE THROUGH VOICE 916-445-0401 | PLEASE REFER TO ITEM NO: |

| | |
|---|---|
| **TITLE OF RESOURCE:**<br>WORKING TOGETHER TO SUPPORT<br>AT-RISK YOUTH | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

**PROGRAM AREAS:** GENERAL

## DESCRIPTION

■ **MATERIAL(S)** COST $ $19.50 ☐ **SERVICE(S)** COST $ ______ ☐ **EQUIPMENT** COST $ ______

This publication includes sections on educational, cultural, and/or social problems; identification process; referral process; counseling strategies and techniques; alternative instructional strategies; adaptation or modification of materials; mentors and peer tutors; community-based and school-based support services; parent support groups; involvement in school activities; study skills; positive self-concept development; motivation; classroom management; and references.

AUTHOR(S): Donna Cunningham, Christine Putzstuck, and Marty Barbieri

CONTACT: EIMC/The University of Texas at Austin
P.O. Box 7218
Austin, Texas 78713-7218
(512) 471-7716

| | |
|---|---|
| ***LOAN COPY AVAILABLE THROUGH VOICE** 8-485-0401 916-445-0401 | **PLEASE REFER TO ITEM NO:** |

**TITLE OF RESOURCE:**

WORLD PROGRAM DESCRIPTION,
GOALS AND OBJECTIVES: VOCATIONAL
ENGLISH AS A SECOND LANGUAGE*

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
☐ Disadvantaged
☒ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This Curriculum Guide defines WORLD (Work Oriented and Related Learning Development), a Vocational English as a Second Language (VESL) program serving limited-English-speaking students from various backgrounds.

The Program encompasses pre-VESL, concurrent VESL for machine shop, business skills, and an industry VESL for employees in a food producing plant. Includes both daily and general lesson plans, English proficiency levels for both entrance and exit, suggested textbooks and some instructional materials. Structured in an open-ended format.

AUTHOR: Cynthia Coad, 1982

CONTACT: North Orange Community College District
1000 North Lemon Street
Fullerton, CA 92634
714/871-4030

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 07555

| | |
|---|---|
| **TITLE OF RESOURCE:**<br>YOUR NEW COUNTRY: A GUIDE TO LANGUAGE AND LIFE IN THE U.S.A.* | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>☐ Disadvantaged<br>■ Limited-English-Proficient |

**PROGRAM AREAS:** VOCATIONAL EDUCATION

## DESCRIPTION

■ MATERIAL(S) COST $ no cost ☐ SERVICE(S) COST $ ____ ☐ EQUIPMENT COST $ ____

This Book is intended to help recently arrived Vietnamese speaking people practice fundamental English. It begins with basic conversational situations such as introductions, purchases, directions, and moves to more sophisticated information such as schools, leisure activities, and government.

Each phrase, sentence and paragraph is printed in both English and Vietnamese and gives some basic facts about the way Americans live.

An appendix contains translations of time units, numbers, weights and measures. It also contains an English-Vietnamese dictionary.

AUTHOR: Nguyen Thi Ngoc Lan, et al., 1986

CONTACT: The American Red Cross
120 Court Street
Woodland, CA 95695
916/662-4669

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO:03848

# EQUAL EDUCATION

**TITLE OF RESOURCE:**

CHALLENGES: A YOUNG MAN'S
JOURNAL FOR SELF-AWARENESS
AND PERSONAL PLANNING*

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** CAREER GUIDANCE

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This Workbook is targeted for boys in senior high school who are faced with a variety of career and lifestyle decisions. It examines traditional and non-traditional attitudes about men's roles in society, as breadwinners, fathers, husbands and individuals.

Presents many views of the realities of being an adult, such as career expectations, managing money, parenthood and emotional fulfillment within or apart from a marriage. Structured in a journal/workbook format including attitude/skills exercises, self-tests and hypothetical situations.

AUTHOR: Mindy Bingham, et al., 1983

CONTACT: Advocacy Press
P.O. Box 236
Santa Barbara, CA 93102
805/962-2728

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 07662

**TITLE OF RESOURCE:**

CHOICES: A TEEN WOMAN'S
JOURNAL FOR SELF-AWARENESS
AND PERSONAL PLANNING*

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** CAREER GUIDANCE

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ________
☐ EQUIPMENT COST $ ________

This workbook is targeted for girls in senior high school who are faced with a variety of career and lifestyle decisions. It examines traditional and nontraditional attitudes about women's roles in society, and presents many views about the realities of being an adult, such as:

Career expectations
Money management
Marriage and Parenthood

Structured in a journal/workbook format, including attitude/skill exercises, self-tests and hypothetical situations.

AUTHOR: Mindy Bingham, et al., 1983

CONTACT: Advocacy Press
P.O. Box 236
Santa Barbara, CA 93102
805/962-2728

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 07713

**TITLE OF RESOURCE:**

A DECLARATION FOR CHANGES IN THE 90's:
POLICIES AND ISSUES FOR TEEN PREGNANCY
AND PARENTING

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** CAREER GUIDANCE

# DESCRIPTION

■ **MATERIAL(S)** **COST $** 10.00
☐ **SERVICE(S)** **COST $** ______
☐ **EQUIPMENT** **COST $** ______

A survey of educational programs serving pregnant and parenting teens, including vocational programs and training, and linkages between school programs and JTPA, community projects aimed at promoting self-sufficiency. Also includes recommenmdations for changes.

AUTHORS: Vicki Warner, Ronda Simpson, 1986

CONTACT: Vicki Warner
California Reproductive Health Association
1100 "N" Street
Suite 2D
Sacramento, CA 95814
916/446-5810

***LOAN COPY AVAILABLE THROUGH VOICE** 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:**

| | |
|---|---|
| **TITLE OF RESOURCE:**<br>FEMALE DROPOUTS: A NEW PERSPECTIVE* | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

**PROGRAM AREAS:** GENERAL

## DESCRIPTION

■ **MATERIAL(S)** COST $ no cost
☐ **SERVICE(S)** COST $
☐ **EQUIPMENT** COST $

This report presents factors that place young women at risk of dropping out of school. It discusses factors of early socialization, cognitive differences between males and females, and treatment by teachers. It describes the components of a successful dropout prevention program and presents policy issues.

AUTHOR(S): Janice Earle, et.al., 1987

CONTACT: National Alliance for State Boards of Education
Alexandria, VA

***LOAN COPY** 8-485-0401
**AVAILABLE THROUGH VOICE** 916-445-0401

**PLEASE REFER TO ITEM NO:** 08001

**TITLE OF RESOURCE:**

THE FEMINIZATION OF POVERTY:
ISSUES AND ANSWERS*

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This report by the California Lieutenant Governer's task force addresses and analyzes the issues and major factors contributing to poverty among female-headed households.

Topics discussed are:

Inadequate and expensive childcare
Occupational segregation
Wage discrimination
The plight of older women
Economically disadvantaged displaced homemakers
Discrimination against minority women
Lack of access to health care and health insurance
Sex discrimination in education

Contains tables and charts offering information regarding women in the work force and poverty.

AUTHOR: Barbara Atkinson, et al., 1985

CONTACT: Office of the Lieutenant Governer
State Capitol
Sacramento, CA 95814

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

**PLEASE REFER TO ITEM NO:** 08432

| | |
|---|---|
| TITLE OF RESOURCE:<br>GUIDE FOR REASONABLE ACCOMMODATION IN EMPLOYING THE HANDICAPPED* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: CAREER GUIDANCE

# DESCRIPTION

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|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This Guide provides an overview of Title V, Section 504 of the Rehabilitation Act of 1973 which extends equal opportunity and non-discrimination guarantees to all handicapped persons.

Topics covered:

Reasonable Accommodation
Pre-employment Inquiries
Pre-employment Medical Exams
Job Analysis
Job Modification

Throughout the Guide, examples are used to show what actions should be taken to comply with various aspects of Section 504.

A section on references and resources is also provided.

PUBLISHED BY: California Department of Rehabilitation, 1980

CONTACT:
California Department of Rehabilitation, 1980
830 K Street Mall
Sacramento, CA 95814
916/445-8638

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 06874

| | |
|---|---|
| TITLE OF RESOURCE:<br>INSTRUCTOR'S GUIDE FOR CHOICES AND CHALLENGES* | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: CAREER GUIDANCE

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This guide goes through the Choices/Challenges course in personal planning and self-awareness for teenaged women and men, chapter by chapter, exercise by exercise. It indicates where the two books are similar, and where they diverge due to gender difference.

It demonstrates class organization plans and discussion outlines, tells where to find effective resource materials, how to use outside speakers effectively, and what class extension ideas work best.

This guide is a companion document to "Challenges: A Young Man's Journal" (#07662) and "Choices: A Teen Woman's Journal" (#07713).

AUTHOR: Judy Edmondson, et al., 1984

CONTACT: Advocacy Press
P. O. Box 236
Santa Barbara, CA 93102
805/962-2728

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 04690

TITLE OF RESOURCE:

A LEGISLATOR'S GUIDE TO SOURCES*

AREAS OF SPECIAL NEEDS:

☐ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: GENERAL

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This directory of informational sources is designed for use by legislators. It includes organizational and print resources, intended to make legislators aware of sources which can help them create legislation to promote sexual equity.

Areas of information include:

Day care/child care
Displaced homemakers
Health
Higher education
Rural women
Vocational education

AUTHORS: Matilda Butler and Sharon Stover, 1979

CONTACT: Women's Educational Equity Communications Network
Far West Laboratories
1855 Folsom Street
San Francisco, CA 94103
415/565-3032

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 02378

TITLE OF RESOURCE:
NEW HORIZONS: AN OCCUPATIONAL GUIDE*

AREAS OF SPECIAL NEEDS:
☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: CAREER GUIDANCE

## DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ______
☐ EQUIPMENT COST $ ______

This Booklet provides information concerning careers that are nontraditional to men and details the training required, job duties and estimated wages for various occupations, including:

Office Technology
Secretary
Legal Secretary
Dental Assisting
Dietetic Assistant
Instructional Aide
Preschool Teacher
Medical Secretary/Receptionist
Psychiatric Technician
Radiologic Technician
Registered Nurse
Vocational Nurse

AUTHOR: Joan DeMuth, 1982

CONTACT: Gender Equity Program
Santa Rosa Junior College
1501 Mendocino Avenue
Santa Rosa, CA 95404
707/527-4011

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 07560

| | |
|---|---|
| **TITLE OF RESOURCE:**<br>NEW PASS: NONTRADITIONAL EDUCATION FOR WOMEN, PATHS TO ECONOMIC SELF-SUFFICIENCY* | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ ______ | ☐ EQUIPMENT<br>COST $ ______ |

This publication includes curriculum plans for career awareness pilot program designed to introduce economically disadvantaged girls and young women to a range of viable employment options and to promote their understanding of the necessity to make life plans. Sessions are built around participatory activities, including problem solving, decision-making, parenting, male/female relationships, and sexual violence.

AUTHOR(S): Judith Kohler, 1987

CONTACT:
VOICE
560 J St.
Sacramento CA 95814

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8-485-0401
916-445-0401

**PLEASE REFER TO ITEM NO:** 09447

|  |  |
|---|---|
| **TITLE OF RESOURCE:**<br>PROJECT 2000: JOB AND TRAINING OPPORTUNITIES FOR MINORITIES AND WOMEN* | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

Study provides legislators, educators, community organizers, training specialists, civil rights groups and others with concrete data on the position of minorities and women in the work force, so that employment, training/retraining and educational strategies can be established to meet the growing needs of workers and employers.

AUTHOR(S): U.S. Equal Employment Opportunity Commission

SOURCE: U.S. Equal Employment Opportunity Commission
Washington, D.C.

CONTACT: VOICE
560 J Street
Sacramento, CA 95814

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 02753

**TITLE OF RESOURCE:**
SERVICES FOR DISPLACED HOMEMAKERS IN CALIFORNIA*

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ______
☐ EQUIPMENT COST $ ______

This Manual provides a county-by-county list of displaced homemaker centers, programs and services throughout California. Each entry includes address, phone, program description and targeted population.

PUBLISHED BY: Far West Laboratory for Educational Research and Development, 1982

CONTACT: California Department of Education
721 Capitol Mall
Sacramento, CA 95814
916/445-4688

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

**PLEASE REFER TO ITEM NO:** 07983

**TITLE OF RESOURCE:**

TIDE (TOWARD INDIVIDUAL DEVELOPMENT
THROUGH EQUITY)

**AREAS OF SPECIAL NEEDS:**

- ☐ Handicapped
- ■ Disadvantaged
- ☐ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

■ **MATERIAL(S)** COST $ no cost
■ **SERVICE(S)** COST $ no cost
☐ **EQUIPMENT** COST $ ______

The TIDE project provides training and resources to 299 school districts, 55 community based organizations and 107 community colleges involved in eliminating sex bias, stereotyping and discrimination in their vocational education programs and services.

The primary objective of TIDE is to assist local agencies in planning and implementing their vocational equity grants funded through the Carl D. Perkins Vocational Education Act of 1984.

MATERIALS: Resource Notebook
Lending Library

SERVICES: Networking, information dissemination, conferences and regional meetings

CONTACT: Rancho Santiago College
Learning Assessment Center - Room 208
Honer Plaza, 17th at Bristol
Santa Ana, CA 92706
714/667-3347

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**PLEASE REFER TO ITEM NO:**

**TITLE OF RESOURCE:**
ABE (ADULT BASIC EDUCATION)
INDUSTRY HANDBOOK*

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** INDUSTRIAL TECHNOLOGY

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ______
☐ EQUIPMENT COST $ ______

This handbook provides a framework by which the specialized training needs of different types of industries are made compatible with the needs of undereducated adults. It contains evaluation forms and references.

AUTHOR(S): Adriana Barrera, 1984

CONTACT: VOICE
560 J Street
Sacramento, CA 95814

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 09579

# EMPLOYABILITY SKILLS AND JOB DEVELOPMENT

**TITLE OF RESOURCE:**

APL CORPS: ADULT PERFORMANCE LEVEL FOR COOPERATIVE, RESPONSIBLE, PRODUCTIVE STUDENTS*

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

■ **MATERIAL(S)** COST $ 40.00
☐ **SERVICE(S)** COST $
☐ **EQUIPMENT** COST $

APL Corps offers guidance and counseling, basic education literacy competency, and pre-employment skills for high school aged youth who have difficulty in adjusting to traditional high school programs.

This program utilizes commercial materials developed by the University of Texas for functionally illiterate adults and adapted for high school age youth. Individualized and independent study techniques are utilized to improve academic and pre-employment skills.

A significant number of students earn diplomas, job placements, and admission to other schools, as well as the armed services. This program focuses on many aspects of employment preparation and job placement.

CONTACT: Somerset High School
9242 E. Laurel Street
Bellflower, CA 90706
213/920-9748

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

**PLEASE REFER TO ITEM NO:** 07105-PRO

|  |  |
|---|---|
| **TITLE OF RESOURCE:**<br>BOOT STRAP: A SELF-IMPROVEMENT PROGRAM FOR OUT OF SCHOOL YOUTH* | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

**PROGRAM AREAS:** CAREER GUIDANCE

# DESCRIPTION

|  |  |  |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

These materials provide an in-depth overview of Boot Strap, a vocational program for 16-21 year old disadvantaged high school dropouts which aims to increase the employability of these youth. Materials are for use by the JTPA specialist, GED teacher, and employment workshop instructor.

AUTHOR(S): Butte County Office of Education, 1986

CONTACT: VOICE
560 J St.
Sacramento CA 95814

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:** 04097

**TITLE OF RESOURCE:**

BREAK THROUGH*

**AREAS OF SPECIAL NEEDS:**

■ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** EMOTIONALLY DISABLED

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This Video Tape reports on Sonoma Valley Unified School District's community-based vocational program for students with expressive, academic, and social/economic handicaps. Program provides special education students with the opportunity to develop socially and personally in the workplace.

Curriculum for 7th and 8th graders focuses on vocational awareness and development of pre-vocational skills. 9th and 10th grade students receive "hands-on" experience at various workstations corresponding to a job in the community. Actual participation in on-the-job training is provided for 11th and 12th graders working in the community.

LENGTH: 12 minutes

CONTACT: Sonoma Valley Unified School Districts
721 W. Napa Street
Sonoma, CA 95476
707/938-8545

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 08696-AV

**TITLE OF RESOURCE:**

BUILDING BRIDGES: TECHNICAL REPORT ON STRATEGIES FOR PARENT-PROFESSIONAL COLLABORATION TRAINING FOR TRANSITION *

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This handbook addresses the expanding role of parent participation programs for "at risk" students. The project provides an outline of resources concerning effective parent/professional collaborative training strategies related to transition. It contains references and assessment materials.

AUTHOR(S): Marlene A. Dick, et. al., 1988

CONTACT: California State Department of Education
Sacramento CA

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 09784

**TITLE OF RESOURCE:**
CALIFORNIA TRANSITION RESEARCH FAIR*

**AREAS OF SPECIAL NEEDS:**
- ☐ Handicapped
- ☒ Disadvantaged
- ☐ Limited-English-Proficient

**PROGRAM AREAS:** CAREER GUIDANCE

# DESCRIPTION

☒ **MATERIAL(S)** COST $ no cost

☐ **SERVICE(S)** COST $ ______

☐ **EQUIPMENT** COST $ ______

This is conference proceedings and California research on successful employment and quality adult life strategies for at-risk youth. It contains abstracts on successful transition programs from education, business and adult education. It provides information on resources and a networking directory.

AUTHOR(S): Education Transition Center, 1987

CONTACT: VOICE
560 J St.
Sacramento CA 95814

***LOAN COPY**
**AVAILABLE THROUGH VOICE** 8-485-0401
916-445-0401

**PLEASE REFER TO ITEM NO:** 06040

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|---|---|
| **TITLE OF RESOURCE:**<br>CAREER-LINKS INTERNSHIP PROGRAM FOR HIGH RISK YOUTH* | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

**PROGRAM AREAS:** CAREER GUIDANCE

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ 500.00 | ■ SERVICE(S)<br>COST $ 35.00/Hr. | ☐ EQUIPMENT<br>COST $ |

## MATERIALS

Career-Links Program Manual and Appendix of all Program Materials provides those students who have had a significant barrier to making a positive transition from education to work, the opportunity for employability skills and a uniquely tailored placement in a career field in the community. The academic curriculum provides for career assessment and guidance, as well as effective employability, job-seeking, and job maintenance skills. (Includes 8 hours of consulting on program development and adaptation to individual district and community needs.

## SERVICES

The individualized and flexible nature of the program's services and internships allows for the successful participation in the program. Services provided are one-hour free introductory consultation on developing Career-Links programs, accommodation of visitors by staff, and consultation on program development, program management and developing school-business linkages.

CONTACT: Career-Links
8151 Village Parkway
Dublin, CA 94568
415/829-4958

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 07188-PRO

**TITLE OF RESOURCE:**

CAREERS*

**AREAS OF SPECIAL NEEDS:**

- ☒ Handicapped
- ☒ Disadvantaged
- ☒ Limited-English-Proficient

**PROGRAM AREAS:** CAREER GUIDANCE

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $ ____

☐ EQUIPMENT COST $ ____

Course materials that help provide special needs students with necessary skills to facilitate success on the job. Provides students with activities intended to increase employability skills in areas such as aptitudes/interests, job interviews, job performance, and budgeting.

CONTACT: North Orange County Regional Occupational Program
2360 W. La Palma Avenue
Anaheim, CA 92801
714/776-2170

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 05899

**TITLE OF RESOURCE:**

A COLLABORATIVE TRANSITION
PLANNING SYSTEM FOR RURAL
COMMUNITIES: BUTTE COUNTY
SELPA CASE STUDY

**AREAS OF SPECIAL NEEDS:**

■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ $20.00
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This document is a description of the roles played by individuals and agencies responsible for the successful development and implementation of transition planning. It includes documentation of the procedures utilized in the development of a successful transition process. The report would be useful to anyone who was interested in replicating the processes in a Special Education Local Planning Area (SELPA) with similar demographics.

AUTHOR(S): Frank Terstegge and Marla Pless

CONTACT: Resources in Special Education (RiSE)
50 University Avenue, Room 201
Sacramento, CA 95825
(916) 921-0521

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO:

**TITLE OF RESOURCE:**
COLLABORATIVE TRANSITION PLANNING
SYSTEMS IN LOS ANGELES COUNTY

**AREAS OF SPECIAL NEEDS:**
■ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ $20.00
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This report provides a matrix and descriptors of effective educational transitions systems (school districts and private educational agencies) presently operating in Los Angeles County.

AUTHOR(S): Donna Palace and Bill Whitmore

CONTACT:
Resources in Special Education (RiSE)
650 University Avenue, Room 201
Sacramento, CA 95825
(916) 921-0521

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PLEASE REFER TO ITEM NO:

| | |
|---|---|
| TITLE OF RESOURCE:<br>COMPETENCY-BASED JTPA VOCATIONAL TRAINING MANUALS* | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

Eight (8) competency-based modules provide competencies, curriculum and implementation guidelines for job training and placement programs, and adhere to the Job Training Partnership Act (JTPA) governance requirements.

Modules include:

- Pre-Employment Skills Training Competencies
- Adult Basic Education Competencies
- Work Maturity Manual
- Job Placement Program and Follow-Up System Manual
- Job Development System
- Machine Trade Competencies
- Clerical Competencies
- Certified Nurse Aide Competencies

All are structured in an open-entry/open-exit format.

Manuals are available for loan as a complete set or individually. When requesting, please specify loan of the entire set or individual titles as appropriate.

PUBLISHED BY: Orange County JTPA Consortium, 1985

CONTACT: Kay Turley
No. Orange County Regional Occupational Program
2360 W. La Palma Avenue
Anaheim, CA 92801
714/776-2170

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 08110

**TITLE OF RESOURCE:**
COMPETITIVE JOB-FINDING GUIDE FOR
PERSONS WITH HANDICAPS

**AREAS OF SPECIAL NEEDS:**
■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** CAREER GUIDANCE

# DESCRIPTION

■ **MATERIAL(S)** COST $ $29.50
☐ **SERVICE(S)** COST $ ____________
☐ **EQUIPMENT** COST $ ____________

This book provides realistic strategies to help persons with handicaps successfully compete for employment. Because competitive job-finding is the way most workers, including those with handicaps, obtain employment, this text explains how to teach and counsel clients to find their own jobs. By addressing such issues as work readiness and employment barriers, this book will help the reader confront the individual and life-situation problems that can interfere with a successful job-search. The book utilizes numerous learning and counseling strategies to facilitate employment transition and includes model forms to structure the counseling process. Case studies are used to demonstrate the counseling forms. A separate publication entitled Job-Finder's Workbook includes instructions for clients and a complete set of blank counseling forms (see page 265).

AUTHOR(S): Chet Muklewicz, Ed.D. and Michael Bender, Ed.D., 1988

CONTACT:
College-Hill Press
A Division of
Little, Brown and Company (Inc.)
Order Department
Waltham, MA 02254-9931
1-800-343-9204

***LOAN COPY AVAILABLE THROUGH VOICE** 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:**

|  |  |
|---|---|
| **TITLE OF RESOURCE:**<br>CURRICULUM GUIDE FOR TRANSITION: AN ADAPTATION OF THE INDIVIDUALIZED CRITICAL SKILLS MODEL FOR STUDENTS WITH MILD DISABILITIES* | **AREAS OF SPECIAL NEEDS:**<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

|  |  |  |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ 10.00 | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This guide presents a curriculum format which prepares students with mild disabilities for successful transition into community living and the workplace. It lists objectives of daily living skills, social skills, and vocational skills. It includes forms for family interviews, activity reviews, and student program notes.

AUTHOR(S): Education Transition Center, 1988

CONTACT: Program, Curriculum, and Training Unit
California State Department of Education

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 09454

**TITLE OF RESOURCE:**

THE DENTAL ASSISTANT*

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** HEALTH CAREERS EDUCATION

# DESCRIPTION

☒ MATERIAL(S) COST $ 21.95
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This textbook provides a broad, general coverage of dentistry and specifics about fundamental procedures to reflect the increased opportunities and responsibilities of the position of dental assistant.

There are thirty (30) chapters which cover the following:

- History of the dental profession
- Dental practices and procedures
- Dental anatomy and physiology
- Instruments and equipment care
- Radiology
- Oral surgery
- Anesthesia and pain control
- Advanced dental procedures
- Glossary

AUTHORS: R. Richardson and R. Barton, 1978, Fifth Edition

CONTACT: Gregg/McGraw-Hill
8171 Redwood Highway
Novato, CA 94947
415/897-6592

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 06280

TITLE OF RESOURCE:
DEVELOPING JOBS FOR PERSONS WITH DISABILITIES *

AREAS OF SPECIAL NEEDS:
☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: CAREER GUIDANCE

## DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

These six cassette presentations are of the "Performance Based Training Series I" conference for professional job counselors working with handicapped. Presenters explore: time management, researching the labor market, job market assessment, the initial job development agreement, seven steps to a sale, and cold calling. They also offer help with preparation of the applicant for job search, with interview guidelines for applicants and employers, and with client retention on the job.

AUTHOR(S): Richard Pimentel, 1984

CONTACT: Milt Wright and Associates

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PLEASE REFER TO ITEM NO: 09114-AV

TITLE OF RESOURCE:
DOCUMENTATION OF A COLLABORATIVE TRANSITION PLANNING SYSTEM: WEST END SELPA (SPECIAL EDUCATION LOCAL PLAN AREA) *

AREAS OF SPECIAL NEEDS:
☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This curriculum guide for students with mild disabilities provides a summary and evaluation of the needs of a successful transition program. Contains research findings, evaluation materials, and student assessment activities.

AUTHOR(S): Jeanne Jackson, 1988

CONTACT: VOICE
560 J Street
Sacramento, CA 95814

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO: 01504

TITLE OF RESOURCE:
EMPLOYABILITY SKILLS PROGRAM:
A CURRICULUM GUIDE*

AREAS OF SPECIAL NEEDS:
☐ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: CAREER GUIDANCE

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This training guide/instructional material for wards of Youth Authorities covers three topics: self-assessment, job finding skills, and job keeping skills. The format consists of title, goal, and objective. It contains worksheets, teacher handouts, self tests, and progress reports.

AUTHOR(S): Educational Services, California Youth Authority, 1983

CONTACT: VOICE
560 J Street
Sacramento, CA 95814

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 03730

TITLE OF RESOURCE:

EXPLORATORY WORK EXPERIENCE PROGRAM
(EWEP) IMPLEMENTATION GUIDE *

AREAS OF SPECIAL NEEDS:

■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: VOCATIONAL EDUCATION

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

Guide and videotape assists school districts in creating or improving an EWEP. Guide discusses background information, program startup activities, and on-going program activities. Videotape provides an overview of the Poway High School EWEP, which provides work experience for learning handicapped students by placing them in a job at a local business for 3-5 hours per week. VHS format.

AUTHOR(S): Margaret D. Smith

CONTACT: Poway Unified School District

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AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 01172-AV

| | |
|---|---|
| TITLE OF RESOURCE:<br>GETTING READY* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

## DESCRIPTION

■ MATERIAL(S) COST $ no cost ☐ SERVICE(S) COST $ ____ ☐ EQUIPMENT COST $ ____

This videocassette acquaints developmentally disabled persons with the necessary information to prepare them for employment. It follows the daily activities of one individual as she learns the need for cleanliness, appropriate dress, and behavior on the job. Emphasizes the personal attributes necessary to achieve gainful employment.

AUTHOR(S): Journal Films, Inc., 1982

CONTACT: Journal Films, Inc.
Evanston,. IL

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 09092-AV

|  |  |
|---|---|
| **TITLE OF RESOURCE:**<br>HANDICAPPED* | **AREAS OF SPECIAL NEEDS:**<br>☒ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

**PROGRAM AREAS:** GENERAL

## DESCRIPTION

|  |  |  |
|---|---|---|
| ☒ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

Contains three booklets on the handicapped and employment. The first is an Independent Living Skills booklet containing tips for disabled students on planning for a job. The second presents the results of a DuPont survey confirming that disabled employees achieve average or better ratings for job performance, safety, and attendance. The last booklet is written to motivate employers to hire disabled people.

AUTHOR(S): The President's Committee on Employment of the Handicapped, 1984

SOURCE: The California Governor's Committee for Employment of the Handicapped
Sacramento CA

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 01495

**TITLE OF RESOURCE:**
THE HEARING IMPAIRED EMPLOYEE:
AN UNTAPPED RESOURCE

**AREAS OF SPECIAL NEEDS:**
☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** CAREER GUIDANCE

# DESCRIPTION

☒ MATERIAL(S) COST $ $21.00
☐ SERVICE(S) COST $ ______
☐ EQUIPMENT COST $ ______

This manual is an aid for employment counselors and agencies, and for all firms, schools, and associations providing services for the hearing impaired. It provides a solid orientation on deafness and its impact on hearing impaired employees; down-to-earth supervising techniques to use with hearing impaired employees; practical suggestions about training and workplace accommodations for hearing impaired employees; and valuable resources to help accommodate hearing impaired employees, including interpreting services, notetaking services, tutoring, media resources (including captioning), and TDD and other equipment resources.

AUTHOR(S): Coordinating Editors: Georgene Fritz and Nancy Smith

CONTACT:
College-Hill Press
A Division of
Little, Brown and Company (Inc.)
Order Department
Waltham, MA 02254-9931
1-800-343-9204

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO:

**TITLE OF RESOURCE:**
HIGH TECHNOLOGY: EMPLOYMENT FOR HANDICAPPED PEOPLE *

**AREAS OF SPECIAL NEEDS:**
■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This article discusses the future of high technology, its effects on the labor market and the implications that this will pose for handicapped workers. It contains statistics and employment suggestions for handicapped people.

AUTHOR(S): Charles J. Kokaska, 1985

CONTACT: Journal for Vocational Special Needs Education

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 02909

TITLE OF RESOURCE:

JANUS CAREER AWARENESS PLUS SERIES*

AREAS OF SPECIAL NEEDS:

☐ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ 47.40
☐ SERVICE(S) COST $ ____
☐ EQUIPMENT COST $ ____

The series includes twelve workbooks designed to prepare special needs students with reading and learning problems for entry-level employment. Series familiarizes students with job sites that can be sources of employment for young adults and teaches vocabulary commonly used in those jobs. For each employment area, there are three companion volumes including a workbook discussing specific job-related tasks and skills, a workbook of job-related vocabulary and a book of flashcards.

Teacher's manuals are included.

Specific titles include the following:

Store Jobs; Words and Wordcards
Hospital Jobs and Words
Restaurant Wordcards
Hotel/Motel Jobs; Words and Wordcards

AUTHOR: Stuart E. Schwartz, et al., 1982

CONTACT: Janus Book Publishers
2501 Industrial Parkway West
Hayward, CA 94545
415/785-9625

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AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 04874

| | |
|---|---|
| TITLE OF RESOURCE:<br>JANUS JOB APPLICATION FILE<br>(4th Edition) | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: VOCATIONAL EDUCATION

## DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ 4.55 | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This workbook is designed to help students learn how to fill out a typical job application form. Step-by-step exercises show how to answer requests for information on personal history, length of education, health, work experience, etc. Nine actual job application forms are included from such companies as McDonald's, Levi Strauss, Pacific Telephone, American Airlines.

Some of the topics covered are:

Personal history
Educational record
Paid and unpaid work experience
References
Resumes

Photographs are culture- and gender-nonbiased, and students are shown doing nontraditional work. A teacher's manual is included free of charge.

AUTHORS: C. Kahn, R. Tong, W. Jew, 1987

CONTACT: Janus Book Publishers
2501 Industrial Parkway West
Hayward, CA 94545
415/785-9625

*LOAN COPY AVAILABLE THROUGH VOICE 81-485-0401 916-445-0401

PLEASE REFER TO ITEM NO:

TITLE OF RESOURCE:
JOB-FINDER'S WORKBOOK

AREAS OF SPECIAL NEEDS:
■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: CAREER GUIDANCE

# DESCRIPTION

■ MATERIAL(S) COST $ $35.00
☐ SERVICE(S) COST $ ______
☐ EQUIPMENT COST $ ______

Adapted from the book Competitive Job-Finding Guide for Persons with Handicaps, this workbook will help job hunters to plan and conduct successful searches for employment. This workbook provides an overview of the job search process, employment seeking information and guidelines, completed samples of an Individualized Plan for Employment, a list of over 200 job alternatives and the industries that make up our economy, job search strategies, record keeping, and suggestions for adjusting to work once a job has been obtained. A complete set of blank counseling forms useful for structuring counseling procedures such as assessing work readiness, selecting employment objectives and removing barriers to employment are included.

AUTHOR(S): Chet Muklewicz, Ed.D. and Michael Bender, Ed.D., 1988

CONTACT: College-Hill Press
A Division of
Little, Brown and Company (Inc.)
Order Department
Waltham, MA 02254-9931
1-800-343-9204

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AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO:

TITLE OF RESOURCE:

MANAGING AND EMPLOYING THE HANDICAPPED:
THE UNTAPPED POTENTIAL*

AREAS OF SPECIAL NEEDS:

☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

Book addresses the following: the nature of the handicapped population, programs that work, the legal framework, the rehabilitating system, the hiring process, the technological support system, accessibility and transportation, training and development needs, and implications for future action.

AUTHOR(S): Gopal G. Pati and John I. Adkins, 1986

CONTACT: Brace Park: Human Resources Press
Lake Forrest, IL

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AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO: 00392

TITLE OF RESOURCE:

MERCHANDISING YOUR JOB TALENTS*

AREAS OF SPECIAL NEEDS:

☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ see below
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This booklet covers the following topics:

Self-appraisal
Preparing a resume
Suggested outline for your resume
Letter of application
Sources of job information
Planning your time
Job interview
Testing
After the interview

COST: 5 copies free. Additional copies at minimal cost.
Order #DE 6068, 1981 reprint.

CONTACT: State of California Employment Development Department
800 Capitol Mall, MIC 27A
Sacramento, CA 95814
916/445-8008

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 06500

**TITLE OF RESOURCE:**
MODEL CURRICULUM EMPHASIZING
TRANSITION: PLANNING GUIDE
FOR STUDENTS WITH MILD DISABILITIES

**AREAS OF SPECIAL NEEDS:**
■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** LEARNING DISABLED

# DESCRIPTION

■ MATERIAL(S) COST $ $25.00
☐ SERVICE(S) COST $ 
☐ EQUIPMENT COST $

This model **Transition Curriculum** includes scope and sequence descriptions in printed text and graphic forms; a proposed process and format for comparing and aligning special and general education curricula; a proposed process for demonstrating combination and transfer of skills likely to enhance chances for transition success; a collection of goals and objectives suitable for use in IEPs and ITPs from preschool through grade 12; annotations to objectives identifying their status as transition components and identifying matching career education instructional materials; computer diskettes containing the goals and objectives embedded in software capable of being used with Apple IIe (Appleworks) and IBM PC (no software necessary) equipment allowing the user to select, revise, and print objectives in an IEP format.

AUTHOR(S): Lee Andersen

CONTACT:
Resources in Special Education (RiSE)
650 University Avenue, Room 201
Sacramento, CA 95825
(916) 921-0521

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**AVAILABLE THROUGH VOICE** 916-445-0401

**PLEASE REFER TO ITEM NO:**

| | |
|---|---|
| TITLE OF RESOURCE:<br>MODEL GENERAL OCCUPATIONAL/<br>EMPLOYABILITY SKILLS* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>■ Disadvantaged<br>■ Limited-English-Proficient |

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ ____________ | ☐ EQUIPMENT<br>COST $ ____________ |

This guide identifies generic employability skills which can be sorted in the following ways:

As a checklist to determine whether existing curricula include instruction in the identified areas

As the basis for bringing the competencies into both academic and vocational classes

As the foundation for a separate course in employability skills

AUTHOR: Barbara Nemko, 1986

CONTACT: California Department of Education
Career-Vocational Preparation Division
721 Capitol Mall
Sacramento, CA 95814
916/445-3314

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AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 04996

| | |
|---|---|
| TITLE OF RESOURCE:<br>MODEL JTPA PROGRAMS FOR RECRUITING AND SERVING DROPOUT YOUTH* | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>☒ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: CAREER GUIDANCE

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost ☐ SERVICE(S) COST $ ☐ EQUIPMENT COST $

This document contains profiles of models for recruiting and serving youth dropouts. The profiles can be used as technical assistance tools by the states and SDAs in designing local programs. The programs identify, recruit, and provide services for youth dropouts to help them compete in the labor market.

AUTHOR(S): Roger D. Semerad, 1986

CONTACT: New York State Department of Labor
State Office Bldg.
Albany, NY

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 04547

TITLE OF RESOURCE:
PRE-EMPLOYMENT SKILLS TRAINING FOR THE LEARNING DISABLED: A JOB CLUB MANUAL*

AREAS OF SPECIAL NEEDS:
■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: LEARNING DISABLED

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ______
☐ EQUIPMENT COST $ ______

This manual briefly discusses learning disabilities, adapting curriculum, compensation strategies. The bulk of the book is made up of job club competencies one to 50. References are included.

AUTHOR(S): David E. Phoenix, et.al., 1984

CONTACT:
Rehabilitation Division
Department of Human Resources
State of Nevada
Reno, NV

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 08934

| | |
|---|---|
| TITLE OF RESOURCE:<br>PRE-EMPLOYMENT TRAINING PROJECT* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: CAREER GUIDANCE

## DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ ____________ | ☐ EQUIPMENT<br>COST $ ____________ |

This document provides an overview and materials used in the Pre-Employment Training (PET) Project, which provided pre-employment skills training to secondary special education students, using the computer as a teaching tool.

AUTHOR(S): unknown

CONTACT:
VOICE
560 J Street
Sacramento, CA 95814

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 05516

| | |
|---|---|
| TITLE OF RESOURCE:<br>PROJECT WORKABILITY WORKS* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: VOCATIONAL EDUCATION

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This cassette tape, 12 minutes in length, and 121 slides provide an overview of the WorkAbility Project in California, a cooperative effort by the Employment Development Department, the Department of Rehabilitation, and the Department of Education. These three departments have pooled their resources to develop a program aiding handicapped youth in finding and holding permanent unsubsidized employment by eliminating or overcoming handicaps. This program includes both on-the-job-training and classroom instruction teaching job finding and job keeping skills.

PUBLISHED BY: California Department of Education, 1982

CONTACT: Office of Special Education
California Department of Education
721 Capitol Mall
Sacramento, CA 95814
916/445-4036

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 07273

| | |
|---|---|
| TITLE OF RESOURCE:<br>REAL LIFE EMPLOYMENT SKILLS* | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: VOCATIONAL EDUCATION

## DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ 2.95 | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This 127 page booklet is divided into eight units as follows:

Job Hunting
Working in Stores
General Office Work
Specialized Office Jobs
Service Jobs
Working with Your Hands
Government Jobs
Research Skills on the Job

Each unit contains a review of vocabulary and reading and writing skills. Exercises are often in the form of games and puzzles. The text is generously illustrated to hold the reader's interest. Students learn and practice those reading and writing tasks that are actually performed in job situations, such as following directions, filling out forms, alphabetizing, proofreading, reading maps and road signs, taking notes, and writing messages.

AUTHORS: R. Handel and E. Angeles, 1979

CONTACT: Scholastic Book Services
Far West Region
5675 Sunol Boulevard
Pleasanton, CA 94566
415/462-8250

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 30489

TITLE OF RESOURCE:
REGIONAL INSTITUTES FOR PARENT-PROFESSIONAL EDUCATION IN TRANSITION (CALIFORNIA STATE COLLEGE, BAKERSFIELD AND ANAHEIM SELPA)

AREAS OF SPECIAL NEEDS:
■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: LEARNING DISABLED

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ______
☐ EQUIPMENT COST $ ______

A trainer's manual and participant's manual (adapted from Project Next Steps, Alexandria, VA) to facilitate a series of four workshops designed to promote effective transitions for students with learning disabilities as they move from home to the school and from school to the workplace and larger community, and to promote career development for special education persons of all ages. The format represents a gradual and systematic approach to preparing parents and professionals to deal with the major issues affecting the transition of students with disabilities. The manual includes a resource guide cross-referenced at the local, state, and national levels. A series of three videotapes are also available to give a flavor and recapitulation of the workshops. The trainer's manual includes a complete workshop management plan.

AUTHOR(S): California State College, Bakersfield, and
Greater Anaheim SELPA

CONTACT: Resources in Special Education (RiSE)
650 University Avenue, Room 201
Sacramento, CA 95825
(916) 921-0521

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO:

**TITLE OF RESOURCE:**
REPLICATING JOBS IN BUSINESS AND
INDUSTRY FOR PERSONS WITH DISABILITIES
(FOUR VOLUMES)

**AREAS OF SPECIAL NEEDS:**
■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** CAREER GUIDANCE

# DESCRIPTION

■ MATERIAL(S) COST $ 12.50 per manual
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

These manuals assist educators in the replication of jobs performed by persons with disabilities in business and industry. Each 200 page manual describes 70 nonstereotypical jobs currently performed by persons with disabilities. Jobs from all regions of the U.S. are included.

For each job, the employer is listed along with the address and telephone number of a person to contact for further information. Each manual describes jobs performed by persons with mental, learning, emotional, hearing, visual and physical disabilities. Each job description contains information about the company, job requirements, job information, significant duties and special considerations for the handicapped employee.

Volume One: 72 job descriptions and a 28 page section on Sales Techniques for Job Placement.

Volume Two: 70 job descriptions and a 39 page section on the Vocational Transition Process.

Volume Three: 75 job descriptions and a 20 page section on the Employer Perspective.

Volume Four: 75 job descriptions and a 20 page section on Marketing Yourself: Strategies for Job Seekers.

CONTACT: Vocational Studies Center
University of WI-Madison
964 Educational Sciences Bldg.
1025 West Johnson Street
Madison, WI 53706

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO:

| | |
|---|---|
| TITLE OF RESOURCE:<br>THE RIGHT JOB - AND HOW TO GET IT | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>■ Disadvantaged<br>■ Limited-English-Proficient |

PROGRAM AREAS: HEALTH CAREERS EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ 3.00
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This combined text-workbook is divided into two parts:

I. "Choosing and Going After a Part-Time Job" discusses principles and techniques for getting a part-time job.

II. "Planning for a Meaningful Career" requires self-analysis and subjective thinking.

A teacher's manual and answer key are included.

AUTHOR: D. Wiltsie, 1978

CONTACT: Motivational Development, Inc.
P. O. Box 427
Bishop, CA 93414
619/873-3983

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO:

| | |
|---|---|
| TITLE OF RESOURCE:<br>SERVING ADOLESCENTS IN THE CARE OF CHILD WELFARE AGENCIES THROUGH THE EMPLOYMENT AND JOB TRAINING PARTNERSHIP SYSTEMS* | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

Provides direct service providers at the local, state, and national levels with information needed to access employment and training opportunities for foster children, runaways, and other 14-21 year olds served by the child welfare system. Seeks to improve collaborative efforts between JTPA and child welfare agencies.

AUTHOR(S): Mary Johnson and Alice Nelson, 1985

CONTACT: Job Opportunities for Youth
Boston, MA

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 01584

| | |
|---|---|
| TITLE OF RESOURCE:<br>THE SOCIAL SOLUTIONS CURRICULUM | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ $200.00    ☐ SERVICE(S) COST $ ______    ☐ EQUIPMENT COST $ ______

The Social Solutions Curriculum is designed to support group or individualized instruction aimed at developing social skills which applies in eleven critical areas affecting performance on the job, at school, and in the community. It has been field-tested nationally in schools and agencies and is effective with young adults, including the learning disabled, emotionally disturbed, and mildly mentally retarded. The curriculum includes mentor's manual, personal growth plans, group study units, learning activity cards, videocassette vignettes, relaxation tape, roleplay tape, and introduction tape.

CONTACT: Professional Associated Resources
2917 Adeline Drive
Burlingame, CA 94010

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| *LOAN COPY 8-485-0401<br>AVAILABLE THROUGH VOICE 916-445-0401 | PLEASE REFER TO ITEM NO: |

| | |
|---|---|
| TITLE OF RESOURCE:<br>SPECIAL EDUCATION JOB DEVELOPER HANDBOOK* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: CAREER GUIDANCE

## DESCRIPTION

■ MATERIAL(S) COST $ no cost ☐ SERVICE(S) COST $ ______ ☐ EQUIPMENT COST $ ______

This is a handbook for special education job developers employed by the Tulare County Department of Education. It contains information and forms related to Project WorkAbility, JTPA Try-out Employment, Department of Education payroll procedures, guidelines on laws related to working students and other information pertaining to job development.

AUTHOR(S): Tulare County Office of Education, 1987

CONTACT: VOICE
560 J Street
Sacramento, CA 95814

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PLEASE REFER TO ITEM NO: 08919

TITLE OF RESOURCE:
S.S.I. INFORMATION FOR PROJECT
WORK-ABILITY STAFF*

AREAS OF SPECIAL NEEDS:
■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This manual covers information about Social Security benefits and work incentives for disabled and blind persons in California. It is designed for school personnel preparing disabled students' for employment. It contains rules and laws for assessing the disabled person's status.

AUTHOR(S): Mark S. Murphy, 1986

CONTACT: Santa Clara County Office of Education
San Jose, CA

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AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO: 02783

TITLE OF RESOURCE:
A SYSTEMS LEVEL TRANSITION NEEDS ASSESSMENT STEP-BY-STEP PROCEDURES HOW TO CONDUCT THE ASSESSMENT *

AREAS OF SPECIAL NEEDS:
☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ______
☐ EQUIPMENT COST $ ______

This resource guide provides a needs assessment format system to agencies involved with disabled students. The guide is an aid to developing a more efficient and effective transition programs for school to work to adult life.

AUTHOR(S): Development Associates, 1988

CONTACT: California State Department of Education
Special Education Division
Sacramento CA

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 09775

TITLE OF RESOURCE:
TRANSITION: A HANDBOOK FOR PARENTS, STUDENTS AND ADVOCATES*

AREAS OF SPECIAL NEEDS:
☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This manual describes an Individual Transition Plan designed to help special education students move from school to employment and a quality adult life. It discusses student rights and responsibilities, financial issues support services, national disability organizations, and employment projections. It includes a Transition Reference Guide.

AUTHOR(S): Linda O'Neal, et.al., 1988

CONTACT: California State Department of Education
Program, Curriculum and Training Unit
Sacramento CA

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 09452

**TITLE OF RESOURCE:**
TRANSITION PROGRAM FOR YOUTH AND ADULTS OF ALL DISABILITIES*

**AREAS OF SPECIAL NEEDS:**
☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This program helps facilitate transition from school to adult life for persons with mild to severe disabilities. It offers career education, vocational counseling and evaluation, work adjustment and preparation, job placement services, and orientation and mobility instruction. Sample forms are provided.

AUTHOR(S): Whittier Area Cooperative Special Education Programs

CONTACT: Whittier Area Cooperative Special Education Programs
Career Assessment and Placement Center
Whittier, CA

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:** 09415

| | |
|---|---|
| TITLE OF RESOURCE:<br>TRANSITION, SPECIAL NEEDS, AND VOCATIONAL EDUCATION* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

## DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ ______ | ☐ EQUIPMENT<br>COST $ ______ |

Paper examines major components of the school-to-work transition process: vocational rehabilitation, Job Training Partnership Act agencies and developmental disabilities agencies. Describes comprehensive approach to addressing each skill in vocational education.

AUTHOR(S): Patricia L. Sitlington, 1986

SOURCE: National Center for Research
in Vocational Education
Columbus OH

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AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 01670

**TITLE OF RESOURCE:**
TRANSITIONS TO ADULT LIFE FOR PEOPLE WITH MENTAL RETARDATION---PRINCIPLES AND PRACTICES

**AREAS OF SPECIAL NEEDS:**
■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** General

# DESCRIPTION

■ **MATERIAL(S)** COST $ $30.00
☐ **SERVICE(S)** COST $
☐ **EQUIPMENT** COST $

This book offers a comprehensive perspective on current service systems and concepts in transition. The authors believe that transition programming is a concept so fundamental to the development of service delivery systems in the field of mental retardation that it must become a guiding force in the design and operation of programs from early intervention through adulthood. The combined efforts of professionals from a variety of disciplines, of family and community members, and of individuals with mental retardation themselves are necessary if the idea of transition is to become a reality.

This book is broad in focus and encompasses all aspects of an individual adjusting to adult life. The author asserts that adult life is not, nor should it be, limited to concerns about employment, for adults spend much of their day outside the job setting, attending to personal needs, enjoying leisure time and recreational pursuits, and interacting with family, neighbors, and friends. For any given activity, the distinctions between vocational, personal and social skills may be blurred: depositing money in the bank involves cashing one's paycheck, managing personal finances, and using a community service. Because transition programming must include plans for all three domains, this is a book about the transition to independent living, community participation, and productive employment.

AUTHOR(S): Edited by Barbara L. Ludlow, Ann P. Turnbill, and Ruth Luckasson, 1988

CONTACT:
Paul Brookes Publishing Co.
P.O. Box 10624
Baltimore, Maryland, 21285-0624

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**PLEASE REFER TO ITEM NO:**

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|---|---|
| TITLE OF RESOURCE:<br>TRI-SELPAS JOB PROJECT* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ 10.00 | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

MATERIALS - Training Binder

This project focuses on many aspects of employment preparation and job placement for handicapped and disadvantaged youth. It coordinates resources as JTPA, county offices, school districts, federal agencies, and businesses to accommodate the youth it serves.

This is one of eleven projects designated by the State Department of Education as a model "School-to-Work" program.

SERVICES - Presentation of an audio/visual slide show.
(Assists with program development)

CONTACT: Acalanes Union High School District
1212 Pleasant Hill Road
Lafayette, CA 94549
415/935-2800

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 07111pro

TITLE OF RESOURCE:
UNEMPLOYMENT AND UNDEREMPLOYMENT AMONG BLACKS, HISPANICS AND WOMEN *

AREAS OF SPECIAL NEEDS:
☐ Handicapped
☒ Disadvantaged
☒ Limited-English-Proficient

PROGRAM AREAS: GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This report probes the reasons for unemployment and underemployment among blacks, hispanics and women. It examines levels of disparities in the labor force by presenting several statistical indicators of unemployment and underemployment; and variations by location, industry, and individual characteristics. Numerous figures and tables are included.

AUTHOR(S): Henry A. Gordon, et.al., 1982

CONTACT: VOICE
560 J St.
Sacramento CA 95814

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PLEASE REFER TO ITEM NO: 09253

| | |
|---|---|
| TITLE OF RESOURCE:<br>USING THE PHONE BOOK | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: CAREER GUIDANCE

# DESCRIPTION

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|---|---|---|
| ■ MATERIAL(S)<br>COST $ 3.95 | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This Manual provides clues to finding a number quickly, alphabetical-order skills, how to use the Yellow Pages, understanding an index, and such resources as: time, weather, information, survival guide, area code maps, transportation routes, and emergency numbers. All of the topics are reinforced with practical exercises.

A teacher's manual is included free.

AUTHORS: P. Gundlach and K. Kelsey, 1980

CONTACT: Janus Book Publishers
2501 Industrial Parkway West
Hayward, CA 94945
415/785-9625

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO:

TITLE OF RESOURCE:
USING THE WANT ADS

AREAS OF SPECIAL NEEDS:
☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: CAREER GUIDANCE

## DESCRIPTION

☒ MATERIAL(S) COST $ 3.95
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This manual contains an introduction, 8 units, and a guide to phonetic respellings. A separate teacher's manual is included free of charge. The 8 units are:

What are want ads?
Finding want ads
Letting the alphabet help
Looking for a job
Looking for an apartment
Looking for wheels
Writing want ads
Using your local newspaper

Student workbooks are written for the slow reader. Ads are printed larger than in the paper, but actual abbreviations are used and explained. Illustrations are culturally balanced. Crossword puzzle and word games help students become more familiar with new vocabulary.

A workbook-type manual contains checkpoint and word-check activities for review. The teacher's manual contains a note from the authors, an overview of main ideas, suggested activities, vocabulary list, and an answer key.

AUTHORS: Wing Jew and Carol Tandy, 1977

CONTACT: Janus Book Publishers
2501 Industrial Parkway West
Hayward, CA 94545
415/785-9625

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO:

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|---|---|
| **TITLE OF RESOURCE:**<br>VITAL INFORMATION FOR EDUCATION AND WORK (VIEW) | **AREAS OF SPECIAL NEEDS:**<br>■ Handicapped<br>■ Disadvantaged<br>■ Limited-English-Proficient |

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

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|---|---|---|
| ■ MATERIAL(S)<br>COST $ see below | ■ SERVICE(S)<br>COST $ see below | ☐ EQUIPMENT<br>COST $ |

VIEW is a comprehensive educational/occupational information system on microfiche and computer which is used widely throughout California. VIEW presents 450 occupations in an eight page microfiche format giving an occupational description, listing related to careers, desirable personal traits, aptitudes and physical abilities, preparation and training requirements and suggested courses of study. Job market projections, military data and salary information are also listed, as well as a contact person who has volunteered to discuss this career with students. Microfiche Set - $125 + tax.

MicroVIEW is a computer software access program to compliment the occupations on microfiche. It helps students explore perceived interests, aptitudes and abilities in subject areas, education levels, temperment, working hours, ability level, aptitudes, salary needs, physical demands, working conditions and general interests. MicroVIEW Computer Set - Apple Version $125 + tax/shipping.

SuperVIEW is the same access system as MicroVIEW, with 159 entry-level occupations written in an easy-to-read format for students with a reading handicap. SuperVIEW Computer Set - Apple Version $125 + tax/shipping.

Student Exploration Handbook helps students investigate career possibilities within their own interests and aptitudes; ideal for use in a classroom setting. Sample booklet included with initial VIEW order. Handbook can be used with VIEW Microfiche materials. Availabl in English or Spanish. English Edition $1.25 each. Spanish Edition - $1.25 each.

Contact person available to discuss VIEW career choice with students.

CONTACT: Walt Gembica, VIEW Coordinator
Los Angeles County Education Center
Room 299
9300 East Imperial Highway
Downey, CA 90242
(213) 922-6342

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**PLEASE REFER TO ITEM NO:**

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| TITLE OF RESOURCE:<br>VOCATIONAL REHABILITATION: ITS RELATIONSHIP TO VOCATIONAL EDUCATION* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost ☐ SERVICE(S) COST $ ☐ EQUIPMENT COST $

This report addresses the demand for the cooperative planning of transition services to assist disabled students as they move from high school to employment. It includes discussion on transition without special services, with time-limited services, and with ongoing services.

AUTHOR(S): Richard P. Melia, 1986

CONTACT: National Center for Research in Vocational Education
Columbus OH

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PLEASE REFER TO ITEM NO: 09082

TITLE OF RESOURCE:

VOCATIONAL TRAINING AND PLACEMENT OF THE SEVERELY HANDICAPPED*
1) VOCATIONAL OPPORTUNITIES
2) RESEARCH AND DEVELOPMENT RECOMMENDATION

AREAS OF SPECIAL NEEDS:

☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $

☐ EQUIPMENT COST $

VOCATIONAL OPPORTUNITIES

A manual delineating problems confronted by severely handicapped persons in attempting to obtain vocational training and job placement. Presents possible solutions. Identifies potential jobs and vocational areas. Designed for use by vocational educators and job placement services.

RESEARCH AND DEVELOPMENT RECOMMENDATIONS

A manual that identifies problem areas in vocational education for the severely handicapped. Makes recommendations for research and development in the future. Presents four categories of recommendations:

Educational planning
Occupational independence
Societal adjustment
Physical accommodation

AUTHORS: Paul F. Cook and Peter R. Dahl, 1977

CONTACT: American Institute for Research in the Behavorial Sciences
P. O. Box 1113
Palo Alto, CA 94320
415/493-3550

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 00492
00492

**TITLE OF RESOURCE:**

WORKING AND PLANNING PAPERS FOR INSTRUCTORS OF CAREER, VOCATIONAL AND WORK EXPERIENCE EDUCATION FOR SPECIAL NEEDS STUDENTS*

**AREAS OF SPECIAL NEEDS:**

- ■ Handicapped
- ■ Disadvantaged
- ■ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $ ____________

☐ EQUIPMENT COST $ ____________

A packet of instructional materials includes various working and planning papers for instructors of career, vocational and work experience education for special needs students. Includes instructional material on some of the following topics:

Worker's Comp
Performance Forms
Reporting workplace injuries
Employer information sheet
Pre-vocational skills
Vaccination permission slip
Parental consent forms
Suggested course competencies

AUTHOR: Lula Calkins, 1984

CONTACT: Stockton Unified School District
710 N. Madison Street
Stockton, CA 95202
209/944-4000

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 07736

TITLE OF RESOURCE:
WORKING ENGLISH*

AREAS OF SPECIAL NEEDS:
☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This work unit is designed for intermediate ESL students learning on-the-job communication skills. Unit provides communication practice in areas of job-related activities, common vocabulary words and phrases.

AUTHOR(S): Toni D. Thomas, 1982

CONTACT: VOICE
560 J STREET
Sacramento, CA 95814

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AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 09534

**TITLE OF RESOURCE:**

YOU'RE HIRED: A JOB PLACEMENT MANUAL*

**AREAS OF SPECIAL NEEDS:**

☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This manual is a comprehensive resource that describes job development and job placement methods. It is directed specifically at JTPA contractors who may have limited exposure to job development/placement methodology though the material is applicable to anyone in the job training/placement field.

Emphasis is placed on serving groups that are traditionally difficult to employ, such as the disabled. The manual includes suggestions about utilizing community support, recruitment, assessment, job development, placement, and follow-up techniques.

PUBLISHED BY: Job Development, Placement and Follow-Up Committee,
California Department of Education, 1984

CONTACT: California Department of Education
Vocational Education Division
721 Capitol Mall
Sacramento, CA 95814
916/445-3314

*LOAN COPY
AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

**PLEASE REFER TO ITEM NO:** 08067

| | |
|---|---|
| **TITLE OF RESOURCE:**<br>YOUTHFUL HIGH SCHOOL NONCOMPLETERS: ENHANCING OPPORTUNITIES FOR EMPLOYMENT AND EDUCATION* | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost ☐ SERVICE(S) COST $ ☐ EQUIPMENT COST $

This monograph reviews employment problems and the needs of dropouts. It examines elements of exemplary educational and training programs, and offers recommendations for program replication and for enhancing employment/education opportunities. It includes a list of references.

AUTHOR(S): Larry G. Martin, 1987

CONTACT: National Center for Research in Vocational
Education
Columbus OH

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PLEASE REFER TO ITEM NO: 09228

# PROFESSIONAL DEVELOPMENT NEWS AND NETWORKS

TITLE OF RESOURCE:

CALIFORNIA VOCATIONAL ESL RESOURCE DIRECTORY

AREAS OF SPECIAL NEEDS:

☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ 9.00
☐ SERVICE(S) COST $ ________
☐ EQUIPMENT COST $ ________

This Resource Directory is designed to assist adult educators of limited-English-proficient students locate programs and materials in the area of vocational ESL.

The Resource Directory includes the three sections of:

Defining ESL
VESL programs in California
Instructional and teacher reference materials

PUBLISHED BY: VESL Staff Development Project, 1981

CONTACT: Dissemination Network for Adult Educators
1575 Old Bayshore Highway
Burlingame, CA 94010
800/672-3494

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO:

| | |
|---|---|
| **TITLE OF RESOURCE:**<br>CATALOG OF INSTRUCTIONAL TAPES FOR HANDICAPPED STUDENTS*<br>(Preschool Through University Level) | **AREAS OF SPECIAL NEEDS:**<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

**PROGRAM AREAS:** PHYSICALLY IMPAIRED

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

Services of the Master Tape Library (MTL) and Tape Duplication Center of the Clearinghouse Depository are made available solely for the use of handicapped students. The MTL catalog lists tapes by both title and series.

The Tape Duplication Center makes duplicate recordings of any tape in the MTL at replacement-of-materials cost and according to the specifications supplied by teachers and students.

A time-compressed speech facility was established at the CDHS. Equipment is intended to help students and teachers develop listening skills.

CONTACT: Clearinghouse Depository for Handicapped Students (CDHS)
California State Department of Education
721 Capitol Mall
Sacramento, CA 95814
916/445-1290

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 05864

**TITLE OF RESOURCE:**
CLEARINGHOUSE DEPOSITORY FOR HANDICAPPED STUDENTS

**AREAS OF SPECIAL NEEDS:**
☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** LEARNING DISABLED

# DESCRIPTION

☒ **MATERIAL(S)** COST $ no cost
☐ **SERVICE(S)** COST $
☐ **EQUIPMENT** COST $

SERVICES:

Computer and voice-synthesizer training for teachers in converting textbooks into materials for use by special needs students, such as RBF (recorded for the blind), Braille, and large print books.

Referrals to volunteer groups and commercial sources for RBF, Braille, and large type materials.

MATERIALS:

2-track and 4-track RBF tapes, Braille, and large print books.

CONTACT: Clearinghouse Depository for Handicapped Students (CDHS)
California Department of Education
721 Capitol Mall, Sacramento, CA 95814
(916) 445-1290

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**PLEASE REFER TO ITEM NO:**

**TITLE OF RESOURCE:**
DATA MANAGEMENT SYSTEM

**AREAS OF SPECIAL NEEDS:**
☒ Handicapped
☒ Disadvantaged
☒ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

| | | |
|---|---|---|
| ☐ MATERIAL(S) | ☒ SERVICE(S) | ☐ EQUIPMENT |
| COST $ ______ | COST $ varies | COST $ ______ |

Over a year of development has produced a computer data-base management system, which can be customized to meet individual needs of Supported Employment Agencies. CITY has developed a computer data-based management information and evaluation system modelled after Rehabilitation Research and Training Center's management information system that provides evaluation and projection data to program staff. The computer data-based program gives program staff the ability to take a long range look at the types of services being provided, to assess accountability, and measure participant outcomes. The software program provides agencies with the possibility of tracking consumer data, analyzing how intervention time is used, analyzing program-wide placement, job retention, labor market data, and analyzing staff intervention time based on hours and percentage of intervention as compared to various types of intervention. CITY can help you develop a specialized data system.

CONTACT: Larry Naeve
CITY Education & Employment Services
1700 East Mountain Street
Glendale, CA 91206
(818) 246-2489

**•LOAN COPY** 8-485-0401
**AVAILABLE THROUGH VOICE** 916-445-0401

**PLEASE REFER TO ITEM NO:**
323

**TITLE OF RESOURCE:**
DIRECTORIES OF VOCATIONAL EDUCATION
SPECIAL PROJECTS*

**AREAS OF SPECIAL NEEDS:**
■ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

Guides to special education projects in Vocational Education that are presently in progress in the state of California. Provides summaries of the projects, proposed activities, objectives, and federal funding allocations.

Topics are grouped into the following headings:

Research
Handicapped
Disadvantaged
Personnel Training
Sex Equity
Vocational Guidance and Counseling

Includes progress and final reports. Also includes directories from 1979.

PUBLISHED BY: California Department of Education, 1982

CONTACT: California Department of Education
Vocational Education Division
721 Capitol Mall
Sacramento, CA 95814
916/445-3314

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:** P-9541

| | |
|---|---|
| TITLE OF RESOURCE:<br>DIRECTORY OF ADULT EDUCATION ADMINISTRATORS* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

Directory provides a statewide listing, including the mailing addresses and contact phone numbers of:

Administrators of Approved Adult Education Programs

Programs for Handicapped Adults, Maintained by County Superintendents of Schools

Programs Funded by Adult Basic Education (ABE) grants, other than high school and district programs

ABE Social, Experimental, Demonstration and Teacher Training Projects

State Correctional and Developmental Services

PUBLISHED BY: California Department of Education, 1983

CONTACT:
California Department of Education
721 Capitol Mall
Sacramento, CA 95814
916/445-3314

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PLEASE REFER TO ITEM NO:

**TITLE OF RESOURCE:**

DIRECTORY OF EXEMPLARY PROGRAMS AND
MATERIALS FOR HANDICAPPED STUDENTS*

**AREAS OF SPECIAL NEEDS:**

☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

Directory lists model programs, curriculum materials, resource guides, audio/visual materials, and reference materials for handicapped individuals. Includes an index.

AUTHOR: Calvin E. Wright, et al., 1985

CONTACT: Educational Evaluation and Research, Inc.
530 Oak Grove Avenue
Menlo Park, CA 94025
415/325-3254

*LOAN COPY
AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

**PLEASE REFER TO ITEM NO:** 05767

**TITLE OF RESOURCE:**

DIRECTORY OF EXEMPLARY VOCATIONAL EDUCATION PROGRAMS AND MATERIALS FOR SPECIAL POPULATION STUDENTS*

**AREAS OF SPECIAL NEEDS:**

■ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This directory, published in 1984, lists California programs and materials for special population students. Listings are organized by special population target groups: disadvantaged, limited-English-proficient, handicapped, and displaced homemakers and related populations. Within each group, entries are arranged by type of resource material using the following categories:

Model Program
Model Practice
Resource Guide
Curriculum Materials
Audio/Visual Materials
Reference Materials

Each entry contains information on type of materials, target population, description and source.

The accompanying 1985 supplement summarizes each exemplary program that has been identified since the publication of the directory using the same format as above.

PUBLISHED BY: Education Evaluation and Research, Inc., 1985

CONTACT: California Community Colleges Chancellor's Office
1107 9th Street
Sacramento, CA 95814
916/445-8752

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 07470

**TITLE OF RESOURCE:**

DIRECTORY OF HUMAN
OR COMMUNITY RESOURCES

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

A directory of human or community resources is published by each county and updated yearly. The directory is mandated and financed by the state. Copies are usually provided free to providers of human services.

Resources and services listed in the directory include:

Alcohol/drug abuse services
Financial assistance
Transportation services
Adult and child protection/care services
Educational and health services
Emergency services

CONTACT: Local County Executive Offices
(varies with each County)

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916-445-0401

**PLEASE REFER TO ITEM NO:**

**TITLE OF RESOURCE:**
DIRECTORY - SOURCE BOOK FOR EMPLOYERS AND DISABLED JOB SEEKERS*

**AREAS OF SPECIAL NEEDS:**
☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This directory contains lists of contact people and places which help with job development for the disabled. Some of the agencies are:

Employment Development Departments
California Community Colleges
Rehabilitation Facilities
Independent Living Centers
Regional Occupation Centers and Programs

This publication is aimed at two audiences:

(1) Employers who wish to actively recruit for their workforce individuals who are disabled; and

(2) Potential employees who are disabled.

CONTACT: California Governor's Committee for Employment
of the Handicapped, 1983
800 Capitol Mall, MIC 41
Sacramento, CA 95814

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**PLEASE REFER TO ITEM NO:** 06698

| | |
|---|---|
| **TITLE OF RESOURCE:**<br>DROPOUT PREVENTION: A BOOK OF SOURCES* | **AREAS OF SPECIAL NEEDS:**<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $

☐ EQUIPMENT COST $

This resource guide describes over 100 reports, studies, research programs, strategies, and audio-visual materials. It includes resources for minorities, state programs, and school/business collaborations. An index lists subjects, authors, and organizations. Keywords are used on each entry to enable readers to find topics of interest quickly.

AUTHOR(S): National Committee for Citizens in Education, 1987

CONTACT: National Committee For Citizens in Education
Columbia MD

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 09329

**TITLE OF RESOURCE:**

EXEMPLARY APPLICATIONS OF CAREER EDUCATION AND VOCATIONAL EDUCATION CURRICULUM: A RESOURCE MANUAL*

**AREAS OF SPECIAL NEEDS:**

☒ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

Resource manual identifies, describes, and evaluates by handicapping group, those career education and vocational education curriculum materials used successfully by special educators at the 36 original WorkAbility sites. Also contains a list of the school sites and a publisher/distributor list.

AUTHOR(S): John P. Twomey, et.al., 1985

CONTACT: Planning Associates
Merced, CA

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916-445-0401

PLEASE REFER TO ITEM NO: 00939

**TITLE OF RESOURCE:**

MI CARRERA

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ various
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This program provides career/vocational guidance to Spanish-speaking high school students. These materials are organized into four volumes which may be used independently or as a set. All student and parent handouts are provided in both English and Spanish.

VOLUME I: "Choose Your Future/Escoge to Futuro": contains self-assessment, exploration of the world of work, and information to help students decide between continuing thier education or getting a job after high school. COST: $11.00 + tax

VOLUME II: "Exploring Five Vocational Areas/ Exploando Cinco Areas Vocacionales": provides an overview of careers in business, industry and technology, home economics, health, and agriculture. COST: $14.00 + tax

VOLUME III: "Future Visions/Visiones Futuras": contains activities to increase students' awareness of changes technology is creating in their lives and the world of work. COST: $5.00 + tax

VOLUME IV: "Effective Career Planning with Hispanic High School Students": includes group activities to increase awareness of control students have over their lives, workshop materials for parents, handouts for counselors, and an annotated bibliography. COST: $11.00 + tax

AUTHORS: Denise Douglas, Robert Moreno, 1986

CONTACT: Santa Clara County Office of education
C/VEG Publications
100 Skyport Drive, MC 236
San Jose, CA 95115
408/947-6756

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AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO:

| | |
|---|---|
| TITLE OF RESOURCE:<br>NATIONAL CENTER FOR RESEARCH IN VOCATIONAL EDUCATION | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>■ Disadvantaged<br>■ Limited-English-Proficient |

PROGRAM AREAS: VOCATIONAL EDUCATION

## DESCRIPTION

■ MATERIAL(S) COST $ no cost ☐ SERVICE(S) COST $ ☐ EQUIPMENT COST $

Educational programs relating to individual career planning and progress are addressed through research, development of educational programs and products, evaluation of individual program needs and outcomes, information on national planning and policy, installation of educational programs and products, operation of information systems and services, and leadership development and training programs.

Materials include program catalogs and brochures. Services include field training activities, workshops, technical assistance.

CONTACT: National Center for Research in Vocational Education
Ohio State University
1960 Kenny Road
Columbus, OH 43210
800/848-4815

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PLEASE REFER TO ITEM NO:

|  |  |
|---|---|
| TITLE OF RESOURCE:<br>NATIONAL DIFFUSION NETWORK - NDN | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>■ Disadvantaged<br>■ Limited-English-Proficient |

PROGRAM AREAS: VOCATIONAL EDUCATION

## DESCRIPTION

■ MATERIAL(S) COST $ 8.50 ☐ SERVICE(S) COST $ ☐ EQUIPMENT COST $

NDN is a nation-wide system to help schools approve educational programs through adoption of developed, rigorously evaluated exemplary educational programs. It provides in-service training facilitators to school districts from approved exemplary programs, as well as follow-up assistance, awareness conferences, curricular materials and descriptive catalogs.

CONTACT: Joyce Lazari - State Coordinator
California Facilitator Center
1575 Old Bayshore Highway
Burlingame, CA 94010
415/692-2956

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PLEASE REFER TO ITEM NO:

**TITLE OF RESOURCE:**

NEWSLETTERS

**AREAS OF SPECIAL NEEDS:**

- ■ Handicapped
- ■ Disadvantaged
- ■ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $ ____________

☐ EQUIPMENT COST $ ____________

Access to Employment, A Newsletter of the Employment Law Center, Legal Aid Society of San Francisco, 1663 Mission Street, #400, San Francisco, CA 94130.

Bottom Lines, A Report from the Fresno County Private Industry Council, Training for Business, 1736 E. Lewis Street, Fresno, CA 93701.

Employment Newsbeat, PIC, Employment and Training Services for Shasta County, 1320 Yuba Street, Suite 205, Redding, CA 96001.

Employers' Training Resource, "A public/private partnership solving employment needs," serving Kern, Inyo and Mono Counties, 1033 17th Street, Bakersfield, CA 93301.

Information Exchange, The voice of VOICE/JTPA Project, 560 "J" Street, Sacramento, CA 94244-2720. Information is gathered regarding current JTPA books, annual subscriptions and program related information and made available to agencies requesting assistance.

Network News, Dissemination Network for Adult Educators (DNAE), ACSA, Foundation for Educational Administration, 1575 Old Bayshore Highway, Burlingame, CA 94010. Provides current information in the field of Adult Education.

PIC Trends, Newsletter of the Private Industry Council of Contra Costa County, 2425 Bisso, Concord, CA 94520, (415) 671-4239.

PIC Update, Newsletter of the Verdugo Private Industry Council serving the communities of Glendale, Burbank, La Canada, Flintridge, 613 E. Broadway, Room 100, Glendale, CA 91205.

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PLEASE REFER TO ITEM NO:

**TITLE OF RESOURCE:**
NEWSLETTERS
PAGE 2

**AREAS OF SPECIAL NEEDS:**
■ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

Protection and Advocacy Incorporated Newsletter for a non-profit corporation designated to be California's system to protect and advocate for the rights of persons with developmental disabilities. Toll Free Hotline: (800) 952-5746, 2131 Capitol Avenue, Suite 100, Sacramento, CA 95816, (916) 447-3324.

Seta-Scene, Newsletter of the Sacramento Employment and Training Agency, 1510 "J" Street, Sacramento, CA 95814, (916) 449-1300.

SMTEC, Sacramento Metropolitan Industry Council Community Learning Center, 2115 "J" Street, Suite 1, Sacramento, CA 95816.

TCETA, Tehama County Employment and Training Administration, Inc. Newsletter of job training and placement programs, 2500 N. Marin, P. O. Box 649, Red Bluff, CA 96080.

Trade Trax, A Newsletter for Women in Blue Collar Work, P. O. Box 40664, San Francisco, CA 94140, (415) 821-7334.

Transition News. An excellent newsletter on school-to-work issues for the disabled. Published by San Jose State University, Division of Special Education and Rehab Services, One Washington Square, San Jose, CA 95152-0078.

Workability, Special Abilities from Special Students, Fresno Unified School District, Dept. of Education. Gives up to date information on the labor market and job seeking skills.

Working Together, a newsletter for vocational education teachers, administrators and counselors, California Institute on Human Services, Sonoma State University, Rohnert Park, CA 94928, (707) 664-2416.

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**AVAILABLE THROUGH VOICE** 916-445-0401

**PLEASE REFER TO ITEM NO:**

**TITLE OF RESOURCE:**
ORANGE COUNTY SPECIAL NEEDS SERVICES DIRECTORY*

**AREAS OF SPECIAL NEEDS:**
☒ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

☒ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ________
☐ EQUIPMENT COST $ ________

This directory contains a listing and brief description of services for the handicapped in Orange County. It lists programs in education/training, health services, life skills training, recreation, residential options, support services, transportation, vocational training, and work options.

AUTHOR(S): Education Transition Center, 1985

CONTACT: Program, Curriculum and Training Unit
California State Department of Education

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PLEASE REFER TO ITEM NO: 09457

**TITLE OF RESOURCE:**
PRICE LIST AND ORDER FORM FOR
BILINGUAL/BICULTURAL AND ESL
INSTRUCTIONAL MATERIALS *

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
☐ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ______
☐ EQUIPMENT COST $ ______

This catalog contains a listing of state-adopted basic instructional materials in Bilingual/Bicultural and English-as-a-Second-Language education. It identifies publishers, title, grade level, and unit cost.

AUTHOR(S): California State Department of Education, 1987

CONTACT: VOICE
560 J Street
Sacramento, CA 95814

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AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 09431

TITLE OF RESOURCE:

QUALITY ADULT LIFE AND EMPLOYMENT: A QUICK REFERENCE GUIDE TO BIBLIOGRAPHIC CITATIONS*

AREAS OF SPECIAL NEEDS:

■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: GENERAL

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

Reference guide contains listing of hundreds of publications from reports, journals, textbooks, newspapers, and books concerning transition and the correlation between work and quality adult life.

AUTHOR(S): Don N. Cardinal and David Quinn, 1988

SOURCE: Program, Curriculum and Training Unit
California State Department of Education
Sacramento CA

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AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 01514

| | |
|---|---|
| TITLE OF RESOURCE:<br>A REFERENCE SYSTEM OF ENGLISH AS A SECOND LANGUAGE* | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>☐ Disadvantaged<br>■ Limited-English-Proficient |

PROGRAM AREAS: VOCATIONAL EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ______
☐ EQUIPMENT COST $ ______

Summarizes English-as-a-Second-Language (ESL) Programs offered by Monterey County educational facilities. Covers programs in high schools, adult schools, and community colleges. Types of programs include:

Conversation oriented
Academic oriented
Employment oriented

Program Summaries include:

Prerequisites
Objectives
Methods
Content
Evaluation procedures

PUBLISHED BY: Monterey County Office of Education, 1977

CONTACT:
Monterey Office of Education
P. O. Box 1031
Monterey, CA 93940
408/649-7011

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 00789

**TITLE OF RESOURCE:**
REFUGEE MATERIALS CENTER BIBLIOGRAPHY*

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
■ Disadvantaged
■ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This bibliography represents a collection of curricular and supplementary materials to assist in the education and relocation of refugees and immigrants. Materials are available for the following groups: Vietnamese, Cambodians, Laotians, Chinese, Russians, Spanish, Iranians, Polish, Thai, Ethiopians, Afghanistans, Romanians, Koreans, Haitians and Americans. This catalog lists title, source, cost, and audience.

AUTHOR(S): James B. Tumy, 1986

CONTACT: VOICE
560 J St.
Sacramento CA 95814

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PLEASE REFER TO ITEM NO: 09029

TITLE OF RESOURCE:
RESOURCES IN VOCATIONAL AGRICULTURE*

AREAS OF SPECIAL NEEDS:

■ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: AGRICULTURAL EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

A resource guide for teachers describing materials for teaching agriculture to handicapped or disadvantaged students at the secondary school level. Includes sections on legislation and guidelines for developing and modifying programs to fit special needs. Covers available curriculum materials, teaching organizations and agencies, publications, bibliographies and resource guides.

AUTHOR: O. E. Thompson, et al., 1981

CONTACT: Department of Applied Behavorial Sciences
University of California Davis
Davis, CA 95616
916/752-2973

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 06228
D&D-2

**TITLE OF RESOURCE:**
SPECIAL NEEDS RESOURCES FOR VOCATIONAL EDUCATION*

**AREAS OF SPECIAL NEEDS:**
■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

A catalog of various resources available to vocational educators serving special needs populations. Includes a list of organizations that provide products and services and a list of recently developed curriculum materials.

AUTHOR(S): Shirley A. Chase, 1987

SOURCE:
National Center for Research
in Vocational Education
Columbus, OH

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**PLEASE REFER TO ITEM NO:** 01646

**TITLE OF RESOURCE:**
SUPPORT SERVICES FOR EXCEPTIONAL STUDENTS: IMPERIAL AND SAN DIEGO COUNTIES*

**AREAS OF SPECIAL NEEDS:**
■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____
☐ EQUIPMENT COST $ ____

A resource guide of statewide and Imperial and San Diego Counties services for the handicapped. Includes references for agencies, schools, and centers for the following:

Blind/Visually Impaired
Speech Impaired
Deaf/Hearing Impaired
Developmentally Disabled
Learning Disabled
Mentally Retarded
Emotionally Disturbed

AUTHOR: Jane Spangler, 1977

CONTACT: American Institute for Research in the Behavorial Sciences
P. O. Box 1113
Palo Alto, CA 94320
415/493-3550

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**PLEASE REFER TO ITEM NO:** 00483

| | |
|---|---|
| **TITLE OF RESOURCE:**<br>SUPPORT SERVICES FOR EXCEPTIONAL STUDENTS: MAINSTREAMING WORKSHOPS FOR VOCATIONAL ADMINISTRATORS* | **AREAS OF SPECIAL NEEDS:**<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This Resource Guide contains descriptions of government and private agencies that furnish vocational programs and support services for the handicapped on a local and statewide basis.

Agencies provide support to vocational educators by serving as:

- Program models
- Sources for information and referral
- Consultants
- Sources for contract services
- Sources for programs for handicapped high school graduates

Together the agencies described support services for the following:

- Blind or visually impaired
- Deaf or hearing impaired
- Mentally retarded
- Orthopedically impaired
- Specific learning disabled
- Speech impaired

AUTHOR: Angelica Hampel, et al., 1978

CONTACT: The American Institute for Research in the Behaviorial Sciences
P. O. Box 1113
Palo Alto, CA 94320
415/493-3550

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:** 00541

**TITLE OF RESOURCE:**

TESA (TEACHER EXPECTATIONS
AND STUDENT ACHIEVEMENT)

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ **MATERIAL(S)** COST $ no cost
☐ **SERVICE(S)** COST $ ____________
☐ **EQUIPMENT** COST $ ____________

TESA is an in-service program for teachers of all subjects which demonstrates the extensive research of teacher interactions with students perceived as "low achievers" and "high achievers".

School district staff is trained to administer the program and conduct in-service workshops for teachers. These workshops show specific supportive and motivating techniques leading to academic growth for disadvantaged students.

DATE OF PUBLICATION: 1980

CONTACT: Los Angeles County Office of Education
9300 East Imperial Highway
Room 246
Downey, CA 90242-2890
213/922-6167

***LOAN COPY AVAILABLE THROUGH VOICE** 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:**

**TITLE OF RESOURCE:**
TRANSITIONAL EMPLOYMENT AND SUPPORTED WORK: A PARTIAL ANNOTATED BIBLIOGRAPHY*

**AREAS OF SPECIAL NEEDS:**
■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This bibliography of resources is for those involved with the learning disabled, handicapped, mentally retarded, autistic, and the mentally ill. Abstracts include several materials focusing on transition from school to work.

AUTHOR(S): P. Robert Wurtz, 1986

CONTACT: Materials Development Center
Menomonie, WI

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:** 09014

**TITLE OF RESOURCE:**

VERS
(Vocational Education Resource System)

**AREAS OF SPECIAL NEEDS:**

- ■ Handicapped
- ■ Disadvantaged
- ■ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost

■ SERVICE(S) COST $ no cost

☐ EQUIPMENT COST $ ____________

MATERIALS

- VERS Handbook for Administrators on Career-Vocational Education Services for Disadvantaged Students and Students with Handicapping Conditions
- VERS Videotape
- California Guide to Funding Career-Vocational Education Services For Students With Special Needs
- Working Together (quarterly newsletter)

SERVICES

VERS is a comprehensive technical assistance and information referral system. The purpose of VERS is to assist career-vocational educators, counselors and administrators to improve and expand career-vocational education programs for students with special needs (handicapped, disadvantaged, limited-English proficient).

VERS supplies consultants to assist educators to: locate needed resource information; identify local school needs; and, plan local school improvements. VERS provides technical assistance needed to implement local school improvements, and helps identify model sites, exemplary programs, and promising practices.

VERS also supplies consultants to provide workshops, on-site visits and telephone advising in areas such as: program administration; instruction; and finances, accountability and grantsmanship.

CONTACT: VERS
California Institute on Human Services
Sonoma State University
Rohnert Park, CA 94928
707/664-2416

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO:

| | |
|---|---|
| TITLE OF RESOURCE:<br>VOCATIONAL EDUCATION PROGRAMS AND SERVICES FOR THE HANDICAPPED IN SAN DIEGO COUNTY* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost ☐ SERVICE(S) COST $ ____ ☐ EQUIPMENT COST $ ____

A revised list of services and vocational education programs available to disabled persons in San Diego County. Divided into three sections:

Compilation of general information about organizations offering services.

Alphabetical index of vocational programs.

Master index of organizations which have reported offering programs and services.

AUTHOR: George A. Glaeser, 1977

CONTACT: Superintendent of Schools
Department of Education
6401 Linda Vista Road
San Diego, CA 92111
619/292-3500

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 0488

# FACILITY ACCESS

| | |
|---|---|
| TITLE OF RESOURCE:<br>ACCESSIBILITY SURVEY LIST* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: PHYSICALLY IMPAIRED

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This planning manual lists accessibility characteristics and requirements according to:

The California Government Code
State Architect Regulations
American National Standards Institute
Uniform Building Codes

Accessibility requirements are listed for the following structural elements:

Parking
Walks and Sidewalks
Curbs and Curb Ramps
Pedestrian Ramps
Entrances and Exits
Signs and Identifications
Corridors and Aisles
Stairs and Handrails
Water Fountains
Sanitary Facilities/Toilet and Bathing
Public Telephones
Hazards
Controls, Light Switches and Convenience Outlets
Doors and Doorways
Passenger Elevators/Lifts

PUBLISHED BY: Department of Health Services, 1979

CONTACT: Department of Health Services
714/744 P Street, Sacramento, CA 95814
(916) 445-4171

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 07454

TITLE OF RESOURCE:
CALIFORNIA STATE PLAN FOR REHABILITATION FACILITIES
PART II: FACILITIES INVENTORY*

AREAS OF SPECIAL NEEDS:
■ Handicapped
☐ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: PHYSICALLY IMPAIRED

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This Directory contains descriptive information on rehabilitation facilities serving the disabled in California during 1982-84. It assists department staff in identifying suitable facility programs for their clients. Facilities are listed alphabetically and by city.

PUBLISHED BY: California State Department of Rehabilitation, 1985

CONTACT: California Health and Welfare Agency
Department of Rehabilitation
830 K Street Mall
Sacramento, CA 95814
916/445-8638

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 01526

| | |
|---|---|
| TITLE OF RESOURCE:<br>GETTING THERE: A GUIDE TO ACCESSIBILITY FOR YOUR FACILITY* | AREAS OF SPECIAL NEEDS:<br>■ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: PHYSICALLY IMPAIRED

## DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This manual is designed to assist administrators, managers and designers in achieving better physical accessibility in existing facilities. Material is directed to the topics of physical accessibility and its psycho-social aspects. Offers inventive, provocative and interactive assessments and solutions to accessibility situations.

Examines accessibility settings, techniques for understanding issues of accessibility and methods of finding solutions to accessibility problems. Also includes an appendix of standard guides and costs of accessible design features.

AUTHOR: Raymond Lifchez, et al., 1979

CONTACT: California Department of Rehabilitation
830 K Street Mall
Sacramento, CA 95814
916/445-8638

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 07914

| | |
|---|---|
| **TITLE OF RESOURCE:**<br>SERVING THE DISABLED: A FACULTY GUIDE* | **AREAS OF SPECIAL NEEDS:**<br>☒ Handicapped<br>☐ Disadvantaged<br>☐ Limited-English-Proficient |

**PROGRAM AREAS:** PHYSICALLY IMPAIRED

# DESCRIPTION

| | | |
|---|---|---|
| ☒ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ ____________ | ☐ EQUIPMENT<br>COST $ ____________ |

This guide was prepared to meet the need for removing attitudinal barriers towards disabled students on campus. The guide is for use by faculty and staff members to increase their awareness of disabilities and their understanding of handicapping conditions.

By way of introduction, the guide gives a succinct statement on the legal mandates concerning the disabled. This is followed by descriptions of various handicapping conditions which may affect learning, and what the faculty should do to accommodate each condition and assist student learning.

The guide also has instructions on:

What to do in emergency first aid or evacuation situations;
Special education services provided on campus; and
Community resources available to help disabled students.

AUTHORS: Margaret Davila and Idalee A. Lusky, 1982

CONTACT: East Los Angeles College
1301 Brooklyn Avenue
Monterey Park, CA 91754
213/265-8650

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO: 07552

**TITLE OF RESOURCE:**
SPECIAL SCHOOLS FOR EXCEPTIONAL CHILDREN*

**AREAS OF SPECIAL NEEDS:**
- ■ Handicapped
- ☐ Disadvantaged
- ☐ Limited-English-Proficient

**PROGRAM AREAS:** PHYSICALLY IMPAIRED

# DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This publication relates exemplary programs for exceptional children to the facilities that make possible the implementation of such programs.

The programs and facilities included have been selected to represent all areas of the state so that personnel from school districts and offices of county superintendents of schools may visit existing facilities and learn from the experiences of others.

Facilities are represented for the following:

Aphasic
Deaf and Hard of Hearing
Educationally and Visually Handicapped
Multihandicapped
Orthopedically Handicapped
Trainable Mentally Retarded

Photographs, location plans, facility designs and site plans are included.

PUBLISHED BY: Bureau of School Facilities Planning, 1977

CONTACT:
California Department of Education
School Facilities Planning Unit
721 Capitol Mall
Sacramento, CA 95814
916/322-2470

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:** 07451

# CHILD CARE FOR TEENAGE PARENTS

| | |
|---|---|
| TITLE OF RESOURCE:<br>CACSAP TEEN SERVICES DIRECTORY FOR TEEN PREGNANCY PREVENTION | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: CHILD CARE FOR TEENAGE PARENTS

## DESCRIPTION

| | | |
|---|---|---|
| ■ MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

The Directory lists teen pregnancy prevention and pregnancy service programs by regions, contains a chart of where the services can be found, and which has bilingual counselors.

The California Alliance Concerned with School-Age Parents (CACSAP) Directory also lists family planning, counseling, social services, and other essential services and clinics for pregnant minors.

PUBLISHED BY: California Alliance Concerned with School-Age Parents

CONTACT: David Crawford, President
P. O. Box 661314
Sacramento, CA 95866
916/427-2637

*LOAN COPY 8-485-0401
AVAILABLE THROUGH VOICE 916-445-0401

PLEASE REFER TO ITEM NO:

**TITLE OF RESOURCE:**

CHILD DEVELOPMENT PROGRAM DIRECTORY:
1980 EDITION*

**AREAS OF SPECIAL NEEDS:**

☐ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** HOME ECONOMICS EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

This Directory lists updated, accurate information on all state-subsidized child care programs.

Covers more than 700 applicant agencies and approximately 1,500 sites associated with these agencies.

Includes name, program, address, contact, and phone.

PUBLISHED BY: California Department of Education
Child Development Division, 1980

CONTACT: California Department of Education
Child Development Division
721 Capitol Mall
Sacramento, CA 95814
916/322-6233

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:** 03402

TITLE OF RESOURCE:

DAY CARE: SPRINGBOARD FOR MIGRANT STRENGTH*

AREAS OF SPECIAL NEEDS:

☐ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: HOME ECONOMICS EDUCATION

## DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

The Day Care and Child Development Council with a grant from the Office of Economic Opportunity designed this filmstrip to demonstrate to those in the field of early childhood care and education a program which provides a means of successfully settling day care and educational problems in migrant populations.

The filmstrip explains difficulties presented by cultural differences and ways to work with students and teachers to overcome them.

It further explains NRO's (Northwest Rural Opportunities) role in teacher and child care training and in rural bilingual program curriculums.

PUBLISHED BY: The Day Care & Child Development Council of America

CONTACT: Day Care & Child Development Council of America
1401 K Street, N.W.
Washington, D.C. 20005

*LOAN COPY
AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO: 05617-AV

**TITLE OF RESOURCE:**
IN SCHOOL TOGETHER: SCHOOL-BASED CHILD CARE SERVING STUDENT MOTHERS *

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** GENERAL

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ____________
☐ EQUIPMENT COST $ ____________

This handbook is based on a site visit survey of six centers offering educational opportunities and child care for teen mothers and their children. It assists program planners in identifying the needs of teen mothers, developing a program, and creatively addressing problems. It includes guidelines on management, evaluation, design, funding and staff development. Additional resources for program planning is given.

AUTHOR(S): Michele Cahill, et.al., 1987

CONTACT:
VOICE
560 J STREET
Sacramento, CA 95814

*LOAN COPY AVAILABLE THROUGH VOICE
8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO: 09475

| | |
|---|---|
| TITLE OF RESOURCE:<br>LOS ANGELES COUNTY ADOLESCENT PREGNANCY CHILD WATCH REPORT 1986* | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

## DESCRIPTION

■ MATERIAL(S) COST $ no cost ☐ SERVICE(S) COST $ ☐ EQUIPMENT COST $

The goal of this report is to help communities learn more about adolescent pregnancy and develop effective action agendas for preventing adolescents from having children. It includes a demographic profile, current community response, and six major recommendations to avoid unwanted teen pregnancies and to better assist teen parents once they do become pregnant.

AUTHOR(S): Thomas G. David, 1986

CONTACT: Los Angeles County Adolescent Pregnancy Child Watch
Los Angeles, CA

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 08844

**TITLE OF RESOURCE:**
MORE CHOICES: A STRATEGIC PLANNING GUIDE FOR MIXING CAREER AND FAMILY

**AREAS OF SPECIAL NEEDS:**
☐ Handicapped
☒ Disadvantaged
☐ Limited-English-Proficient

**PROGRAM AREAS:** VOCATIONAL EDUCATION

# DESCRIPTION

☒ **MATERIAL(S)** COST $ 32.85
☐ **SERVICE(S)** COST $ __________
☐ **EQUIPMENT** COST $ __________

Traditionally, career planning and planning for a family have been considered separately, as though there is no relationship between these two major spheres of life. The More Choices curriculum takes a new approach and shows how, with proper planning, it is possible to support a family---and still find time to enjoy it. This is an ideal book for students about to choose a career, whether used in Home Economics, Career Development/Life Planning, Vocational Readiness Programs, Parenting/Family Life Programs, Dropout Prevention Programs, Single Mother/Teen Parent Programs.

More Choices: A Strategic Planning Guide for Mixing Career and Family - $15.95

Workbook for More Choices - $3.95

Instructors Guide - $12.95 (This is a guide to four books: Challenges and Choices for Teenage Men and Women, Choices: For the Mother-Daughter Program, Changes: For Adult Women, and More Choices: For Mixing Career and Family).

AUTHOR(S): Mindy Bingham and Sandy Stryker

CONTACT: Advocacy Press
P.O. Box 236
Santa Barbara, CA 93102
(805) 962-2728

***LOAN COPY AVAILABLE THROUGH VOICE** 8-485-0401 916-445-0401

**PLEASE REFER TO ITEM NO:**

TITLE OF RESOURCE:

PROCEDURES FOR OPERATION OF SCHOOL-AGE PARENTING AND INFANT DEVELOPMENT PROGRAM*

AREAS OF SPECIAL NEEDS:

☐ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: HOME ECONOMICS EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $
☐ EQUIPMENT COST $

Describes Teenage Parenting-Infant Development Program that provides quality care for infants and toddlers while student parents complete their high school education. Program displays an environment of love and acceptance in which the teenage parent and child can grow toward a sense of positive identity and self-worth.

In addition to the Exploring Childhood Curriculum, course work of the project includes a comprehensive unit on human reproduction, emphasizing prenatal care.

Contents include:

Student-parent information
Operation of nursery
Supervision of high school students
Resources
Personnel and budget concerns

PUBLISHED BY: Education Center, Fresno Unified School District, 1976

CONTACT: Education Center, Fresno Unified School District
Tulare and M Streets
Fresno, CA 93721
209/441-3000

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 00956

TITLE OF RESOURCE:
REACHING AND SERVING THE TEENAGE FATHER *

AREAS OF SPECIAL NEEDS:

☐ Handicapped
● Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: GENERAL

## DESCRIPTION

● MATERIAL(S) COST $ no cost

☐ SERVICE(S) COST $

☐ EQUIPMENT COST $

This final report summarizes the major findings of the Teen Parent Collaboration who utilizes the various agencies to serve teenage fathers or prospective fathers. It explores the problems and myths associated with adolescent fathers, and discusses the critical ingredients of service programs for this underserved population.

AUTHOR(S): Debra G. Klinman, et. al., 1985

CONTACT: VOICE
560 J St.
Sacramento CA 95814

*LOAN COPY
AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO: 09064

TITLE OF RESOURCE:
SUGGESTED WAYS OF LEARNING MORE ABOUT CHILDREN*

AREAS OF SPECIAL NEEDS:
☐ Handicapped
■ Disadvantaged
☐ Limited-English-Proficient

PROGRAM AREAS: HOME ECONOMICS EDUCATION

# DESCRIPTION

■ MATERIAL(S) COST $ no cost
☐ SERVICE(S) COST $ ______
☐ EQUIPMENT COST $ ______

Practical information for the child development aide in the guidance of children. Offers suggestions for working with children and sample systems for recording and analyzing changes in their behavior.

AUTHOR: Mary Alice Mallum

CONTACT: Los Angeles County Superintendent of Schools Office
9300 E. Imperial Highway
Downey, CA 90242
213/922-6111

*LOAN COPY
AVAILABLE THROUGH VOICE 8-485-0401
916-445-0401

PLEASE REFER TO ITEM NO: 03083

| | |
|---|---|
| TITLE OF RESOURCE:<br>TEEN PREGNANCY: IMPACT ON THE SCHOOLS* | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

## DESCRIPTION

■ MATERIAL(S) COST $ no cost ☐ SERVICE(S) COST $ ☐ EQUIPMENT COST $

This publication is designed to help school administrators set up or revise teen pregnancy and parenting programs. It presents five case studies of successful programs. A lengthy bibliography is included.

AUTHOR(S): Roberta Weiner, 1987

CONTACT:
VOICE
560 J St.
Sacramento CA 95814

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 09405

| | |
|---|---|
| TITLE OF RESOURCE:<br>TEENAGE PREGNANCY: AN ANNOTATED BIBLIOGRAPHY * | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

## DESCRIPTION

■ MATERIAL(S) COST $ no cost ☐ SERVICE(S) COST $ ☐ EQUIPMENT COST $

This bibliography contains a listing of journal articles, books, audiovisuals, instructional materials, and reports from 1983 to 1986 on the topic of teenage pregnancy.

AUTHOR(S): National Council on Family Relations, 1986

CONTACT: VOICE
560 J Street
Sacramento, CA 95814

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 09735

| | |
|---|---|
| TITLE OF RESOURCE:<br>WORKING WITH TEENAGE FATHERS: A HANDBOOK FOR PROGRAM DEVELOPMENT* | AREAS OF SPECIAL NEEDS:<br>☐ Handicapped<br>■ Disadvantaged<br>☐ Limited-English-Proficient |

PROGRAM AREAS: GENERAL

# DESCRIPTION

| | | |
|---|---|---|
| ● MATERIAL(S)<br>COST $ no cost | ☐ SERVICE(S)<br>COST $ | ☐ EQUIPMENT<br>COST $ |

This Handbook for program development discusses issues an agency faces in working with teenage fathers. It describes the steps agencies must take when they begin programs for this population, essential services a program must offer, and five model programs serving teenage fathers.

AUTHOR(S): Joelle Sander, 1986

CONTACT: VOICE
560 J St.
Sacramento CA 95814

*LOAN COPY AVAILABLE THROUGH VOICE 8-485-0401 916-445-0401

PLEASE REFER TO ITEM NO: 09033

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